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User's Guide

NOTAM Manager Application

Version 1

FEDERAL AVIATION ADMINISTRATION

19 April 2010

Chapter 1: Introduction to the NOTAM Manager Application User's Guide

Chapter 1: 1 Purpose

The purpose of the *NOTAM Manager Application User's Guide* is to serve as a comprehensive resource for users of the NOTAM Manager Application in support of their responsibility to create, modify, and track Notices to Airmen (NOTAMs). The NOTAM Manager Application can be found here:

<https://notams.aim.faa.gov/dnotam>

Chapter 1: 2 Content

This guide provides information on the features of the NOTAM Manager Application, the functions it is designed to help an individual perform, and the process required for creating, editing, and tracking NOTAM tasks. The guide also includes airport-specific examples designed to help the user understand how various NOTAM tasks may be performed using the Application.

Users may access this standalone electronic document from the NOTAM Manager Application. To access the guide electronically, locate the *Admin Bar* in the upper right corner of the main page of the NOTAM Manager Application after logging in to the Application. See Section 5.9 *Click Help*. Then select the Searchable version of the guide.

Chapter 1: 3 Intended Users

This guide is intended for use by individuals who have legal authority to enter NOTAMs into the United States NOTAM System (USNS). These individuals, called NOTAM originators, have specific areas of responsibilities for NOTAM creation and tracking as described in the Table below.

Table 1: NOTAM Originator and Area of NOTAM Responsibility

NOTAM Originator	NOTAM Type
Airport Authority Personnel	Airport D NOTAMs
Military Operations Personnel	Military NOTAMs
Tower Company Personnel	Tower light outage NOTAMs (obstructions)
FAA HQ Personnel (in response to information from groups in charge of national security)	Temporary Flight Restriction NOTAMs (TFRs)
FAA Regional Office Personnel	Temporary Flight Restriction NOTAMs (TFRs)
FAA Flight Procedures Personnel	Flight Data Center (FDC) NOTAMS
US Forest Service Personnel	NOTAMS regarding fires and other environmental hazards
FAA Air Traffic System Specialist (ATSS)	D NOTAMs relating to navigational aids and communications
FAA and non-FAA Flight Service Station (FSS) Personnel	Current legacy originators – will become backup originator during emergencies, reviewer of Free Form NOTAMs at airports which use NOTAM Manager Application
FAA ARTCC specialists	Pointer NOTAMs

The NOTAM originators identified in the table above will use the NOTAM Manager Application for entering NOTAMs into the United States NOTAM System (USNS). For purposes of this guide, NOTAM Originators are presumed to:

- Posses an understanding of US NOTAM policy as set forth in FAA Order 7930.2,
- Possess general computer knowledge, including keyboarding, mouse navigation, how to use menus and drop-down boxes, and how to scroll using a scroll bar,
- Be proficient at keyboarding and mouse navigation, and
- Have an Internet connection and an Internet browser.

This guide is not intended for individuals or groups other than official NOTAM originators. This guide is not intended to replace or re-state FAA NOTAM policy. FAA NOTAM policy is located in FAA Order 7930.2. This guide does not contain training exercises or assessments of originator performance. Finally, this guide does not contain information for other software products in the NOTAM Manager suite.

Chapter 2: Introduction to NOTAMs (set up for why this manual is important)

Chapter 2: 1 Definition of NOTAMs

NOTAMs are mission essential electronic messages containing safety or operationally important information. NOTAMs are issued when published National Airspace System (NAS) status or information changes.

Example: A NOTAM is issued when Personnel or Equipment are working on or near a runway on the airport.

There are three types of NOTAMs listed in the current FAA Order 7930.2 (NOTAM Manual): Distant/Domestic (D) NOTAMs, Flight Data Center (FDC) NOTAMs and Pointer NOTAMs. FDC NOTAMS contain flight information of a regulatory nature including charts, procedures, and airspace usage. Pointer NOTAMs are issued to highlight or reference another NOTAM, such as an FDC or a Parachute Jumping Exercise NOTAM.

NOTE: This user manual will only cover Distant/Domestic (D) NOTAMs issued by the airport authority.

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Chapter 2: 2 Why NOTAMs are Important

Under the current legacy United States NOTAM System (USNS), NOTAMs are collected from various sources using several collection systems. These NOTAMs are distributed to multiple users via different systems and different network connections to maintain situational awareness of pilots, controllers, dispatchers, and other users of the NAS who are required to manually review NOTAMs that may affect their flight operations. Lack of delivery or delays in receipt of NOTAMs may affect the safe and efficient operation of the NAS. The following is an example where the lack of NOTAM information was deemed a contributing factor in a fatal accident.

The accident occurred on March 29, 2001 when a Gulfstream III jet crashed on final approach to runway 15 at Aspen, Colorado resulting in the loss of all 17 on board. The National Transportation Safety Board (NTSB) determined the probable cause of the accident was that the flight crew operated the airplane below the minimum descent altitude without an appropriate visual reference for the runway. A contributing cause to the accident was the FAA's unclear wording of the NOTAM regarding the nighttime restriction for the approach to the airport and the failure to communicate this restriction to

the Aspen tower which cleared the aircraft for the approach despite the NOTAM which prohibited it. (Reference: NTSB Report AAB-02/03) This tragic accident demonstrates the importance of NOTAMs to NAS safety.

Chapter 2: 3 NOTAM Users and responsibilities

NOTAM information is utilized by all users of the NAS (i.e., pilots, ATC controllers, flight services, dispatchers, etc.) and other global aviation organizations, businesses, communication and navigation service providers, etc. They use NOTAMs for flight planning, flight operations, controlling air traffic, and changing status of special use airspace. Aviation organizations and businesses use NOTAMs for strategic planning, operations, and communications. Navigation services providers' maintain and communicate status of their equipment, services, etc.

Chapter 2: 4 FAA's NOTAM Authority

FAA Order 7930.2 designates AJR-32, Aeronautical Information Management (AIM) as the organization responsible for NOTAM Policy and the operation of the US NOTAM System. Originators of NOTAMs, as outlined in Table 1 above, send candidate NOTAMs to the USNS. The USNS then accepts, validates (if no errors are found), assigns numbers, and distributes properly formatted NOTAMs.

Chapter 2: 4 1 FAA responsibility for NOTAMs

AIM designates who has originator credentials to submit candidate NOTAMs to the USNS. Currently, Flight Services, USNOF, and other designated originators can submit candidate NOTAMs. Under the NOTAM Manager Application airport authorities will become certified originators. The format for Distant/Domestic NOTAMs is shown below.

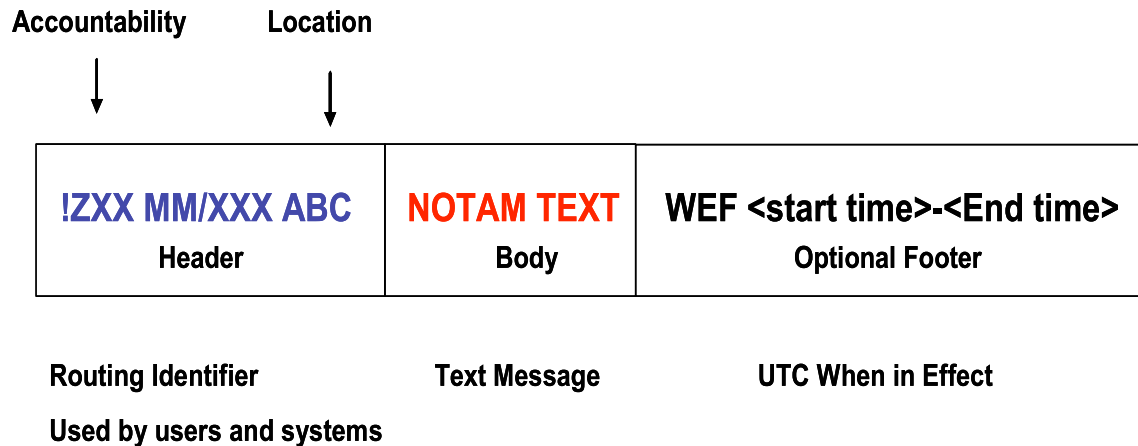


Figure 1: Domestic NOTAM Format

Figure 1 shows the standard domestic/distant format for NOTAMs. The D NOTAM is introduced in the header by the exclamation point ‘!’ followed by the Accountable Location, two-digit month followed by ‘/’ and the three-digit NOTAM number and affected Location. The NOTAM text beginning with a keyword is in the body of the NOTAM. Finally, the start and end times follow in the footer field.

There are currently twelve keywords including: Runway (RWY), Taxiway (TWY), RAMP, APRON, Aerodrome (AD), Obstruction (OBST), Navigation Aid (NAV), Communication (COM), Service (SVC), AIRSPACE, Unverified (U) and Other (O). One of these keywords is inserted in to the initial free text portion of each D NOTAM.

Chapter 2: 5 The Federal NOTAM System (FNS)

The FNS is a suite of Web-based software applications used to create a single source for NOTAMs. The short term goal of the FNS is to give NOTAM originators the ability to enter NOTAMs directly into the USNS. The long term goal of the FNS is to collect, process, and disseminate all NOTAMs.

Chapter 2: 5 1 Overview of FNS Suite

Chapter 2: 5 1 1 NOTAM Manager

The NOTAM Manager Application is used to directly enter NOTAMs by airports to the USNS.

Chapter 2: 5 1 2 ATC search

ATC Search is being deployed to disseminate NOTAM information to Air Traffic Control towers (ATCTs) around the U.S. ATC Search is a Web-based, NOTAM tracking tool with secure login.

Chapter 2: 5 1 3 Public search

Public search is the same basic system as ATC Search excluding any secure login – it is available to everyone. It is intended to be used by those requiring quick access to NOTAM information.

Chapter 2: 5 1 4 NOTAM Manager Capabilities

The NOTAM Manager collects NOTAM data using scenarios and templates, which were created using drop down menus, check boxes, limited text fields, and buttons in digital format.

Chapter 2: 5 1 5 Creation

Each NOTAM uses a scenario or template that was created using business rules from the NOTAM Manual helping to ensure quality. Thus, most NOTAM errors are eliminated by the system.

Chapter 2: 5 1 6 Error Checking

Secondary quality checking is performed by the NOTAM Manager Application to make sure the final format of the proposed NOTAM conforms with NOTAM policy via *Error Check* (validate and verify)

Chapter 2: 5 1 7 Dissemination

The NOTAM Manager then sends the proposed NOTAM to the USNS for the last quality check, numbering and dissemination via USNS and other connected systems

Chapter 3: Overview of NOTAM Manager Application

Chapter 3: 1 NOTAM Manager

The NOTAM Manager Application can be accessed at:

<https://notams.aim.faa.gov/dnotam>

Chapter 3: 1 1 Access to NOTAM Manager

Access to NOTAM Manager is only given to approved NOTAM originators. Follow the steps outlined in this section to acquire access.

NOTE: Airport managers will provide the system administrators with a list of approved NOTAM originators and access to the system will be verified against this list.

Chapter 3: 1 1 1 Access to NOTAM Manager

To receive your user name and password click New User Registration (see Figure 2).

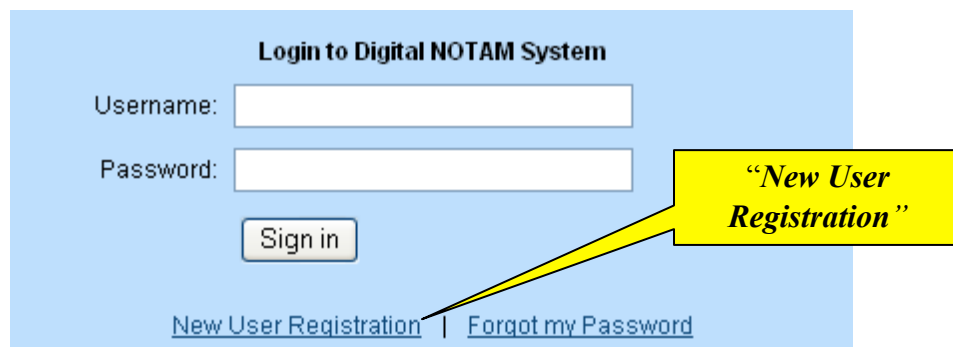


Figure 2: New User Registration

Chapter 3: 1 1 1 1 Fill out the appropriate fields and select **Submit** (see Figure 3).

User Registration Form

All fields marked (*) are required.

Job Title*	<input type="text"/>	Organization*	<input type="text"/>
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Email*	<input type="text"/>		
Phone Number*	<input type="text"/>	Fax	<input type="text"/>
Address*		Address (Cont'd) <input type="text"/>	
City*	<input type="text"/>	State*	<input type="text" value="-Choose State-"/>
		Zip Code*	<input type="text"/>

☒ Airports
 ☐ Towers

Domestic Airport Designator (Example: DEN):*

- Please enter a new password (twice).
- Note: A password *must* be 8 characters or longer.
- Also, a password *must* contain one letter, one number, and one special character (e.g., !@#%&^*).
- Required fields indicated with (*)

Password*
 Retype Password*

"Submit"

Figure 3: Click Submit

Chapter 3: 1 1 1 2 Once the user name and password have been approved, login into the NOTAM Manager Application site (see Figure 4).

Login to Digital NOTAM System

Username:

Password:

[New User Registration](#) | [Forgot my Password](#)

Figure 4: Click Sign in

Chapter 3: 1 1 1 3 Your user name and password will be verified against the list provided from your airport and if approved you will be allowed to log into the NOTAM Manager Application.

Chapter 3: 1 1 2 All originators must be approved by a NOTAM manager at the airport facility.

Chapter 3: 1 2 NOTAM Manager Outages

The NOTAM Manager Application is located on a fully redundant system, therefore outages are not expected. However, the current, legacy system of contacting Flight Service to issue NOTAMs remains as a back-up in the case of a prolonged outage.

Chapter 3: 1 2 1 Reporting Outage

Report any NOTAM Manager outage to the FAA by contacting:

(703)326-3857
FNS@faa.gov

Chapter 3: 1 2 2 Backup System

Flight Services will continue to function as the responsible authority to issue NOTAMs except for NOTAM originators who are participating in a test of the new NOTAM Manager Application or for any periods when the NOTAM Manager Application is not operating as planned. Thus, if there is an outage, please contact Flight Services to issue a NOTAM.

Chapter 3: 1 3 Reporting NOTAMs outside your authority area:

For Navaid or other NOTAMs that fall outside of your airport NOTAM authority, please call Tech-Ops at 770-210-7491 which is the Atlantic Operations Control Center.

NOTE: Airport personnel are discouraged from using Free Form Text NOTAMs (explained later) to issue NOTAMs outside of your authority. Calling Tech Ops and having them issue the NOTAM which falls within their authority establishes that the correct procedures are followed and thus safety is ensured.

Chapter 3: 2 Foundations of NOTAM Manager Application Software

Chapter 3: 2 1 Purpose

The purpose of the NOTAM Manager Application is to quickly and accurately collect digital NOTAM data (in AIXM format) from airports and display this information in

the United States NOTAM System (USNS) for the benefit of all National Airspace Users. This transition to digital allows the user to:

- Submit NOTAMs via the Internet,
- Track NOTAMs,
- View NOTAMs in multiple formats, and
- View data in a graphical format.

NOTAM originators will be able to submit NOTAMs directly through the NOTAM Manager Application to the USNS, eliminating many of the problems encountered by using the legacy system

Tracking NOTAMs or knowing exactly who originated a NOTAM is a feature of the NOTAM Manager Application. Thus, anyone with access to the NOTAM Manager can receive this important information by viewing the Change Log in the application.

The NOTAM Manager Application also allows the users to view NOTAMs in three different formats (i.e., Domestic (or FAA legacy format), ICAO, and Plain Language), thus allowing the users to view the NOTAM in the format that is easiest for them.

Graphical Visualization of NOTAMs: Digitizing NOTAMs can allow the user to see on a map exactly where the airport feature is located. For instance, if a NOTAM originator is trying to close a taxiway, they will be able to see on a map exactly which taxiway they are closing as they select the taxiway on a map

Chapter 3: 2 2 Digital structure

NOTAM Manager adheres to a specific digital structure for its NOTAMs.

Chapter 3: 2 2 1 Definition of digital

To create digital data, the user must limit the variety of data entered. If the user enters a date, it must apply to a specific format (i.e., Nov 1, 2010 or 11/1/2010, but not both).

Chapter 3: 2 2 2 Digital Scenarios

Rather than have a person at Flight Service be responsible for the content of a NOTAM by creating it based upon the policy and business rules outlined in the FAA's NOTAM Manual (Order 7930.2), Digital Scenarios/templates have been developed to help users enter NOTAMs. These scenarios were created by following the same policy/business rules and then limiting the originator's choices

to those at the airports where they are based or have the required authority for issuing NOTAMs.

Each scenario is described in detail in Chapter 5. Thus, by using drop down menus and numerical/text entry fields, the Application will reduce the number of errors by reducing the number of choices and reducing the amount of typing the originator has to perform. In addition to further prevent errors, the NOTAM Manager Application will check each drafted NOTAM against the policy/business rules prior to the activation of the NOTAM.

Chapter 3: 2 2 3 System Benefits

Each system that interfaces with this data will benefit from:

- Computer-to-computer readability
- Potential for graphical display of information
- The ability to filter and sort all the data
- Multiple formats (Domestic, ICAO, Plain Language)

All of these benefits will allow the user to focus on the data most important to them and reduce the quantity of data which is not important to them.

Chapter 3: 2 3 Template concept

Templates are used to enter the basic NOTAM data.

Chapter 3: 2 3 1 Definition of templates

A template is the digital form that must be filled out to enter a NOTAM into the US NOTAM System (USNS). It was created based upon the policy/business rules outlined in the NOTAM Manual (FAA Order 7930.2)

Chapter 3: 2 3 2 Creating Templates

Templates work by taking a NOTAM keyword (such as taxiway or ramp) and creating a list of choices about that keyword which a NOTAM might include. For instance, you might select the keyword “ramp” and then see a list of ramps at that airport and also a list of scenarios for each ramp including: closure, lights out of service and personnel warning. By grouping relevant keywords, with associated choices of data fields along with NOTAM events -- a NOTAM is created.. Appendix A displays a table of relationships between templates and features.

Chapter 3: 2 3 3 Benefits of Templates

Templates have a multitude of benefits including relieving the originator from the requirement to remember all the contractions required to create NOTAMs in the current, FAA legacy format. Also, with templates, the user will benefit from:

- a. Increased ability to find NOTAMs because the NOTAM Manager provides you with the ability to sort, filter, and search through NOTAM data.
- b. Increased time efficiency because NOTAM Manager pre-populates certain data fields such as only runway headings from that specific airport.
- c. In addition, NOTAM Manager allows the originator to copy or replace a NOTAM based on previously entered NOTAM data.
- d. Increased NOTAM quality because NOTAM Manager can automatically validate NOTAMs.

All of these benefits will increase efficiency and reduce the likelihood of error. This system also has a feedback tool for you to submit your suggestions to the NOTAM Manager developers, providing a constantly improving application.

Chapter 3: 2 3 4 Free Form NOTAMs

While the NOTAM Manager Application provides for the creation of NOTAMs which do not include the use of a template – so-called free form NOTAMs -- you are discouraged from using this option for the following reasons:

- a. Free Form NOTAMs will **not** be sent directly to the US NOTAM System, but instead go through the old legacy system – through Flight Service. This is done to ensure the accuracy of the NOTAMs.
- b. The NOTAM Manager will track each NOTAM created using Free Form to reduce the number of NOTAMs using the old legacy system.
- c. The benefits of the NOTAM Manager Application can only be achieved if it is used to the greatest extent possible. **Originators lose the ability to sort, filter and display graphically any NOTAMs which are created using free form.**

Chapter 3: 3 Primary Window and its Components:

The primary window is the first window to open up after the login screen. In this section we are briefly going to describe what you see when you first open the NOTAM Manager Application. See Chapter 5 for a more detailed description.

Chapter 3: 3 1 Explanation of Panes (see Figure 5)

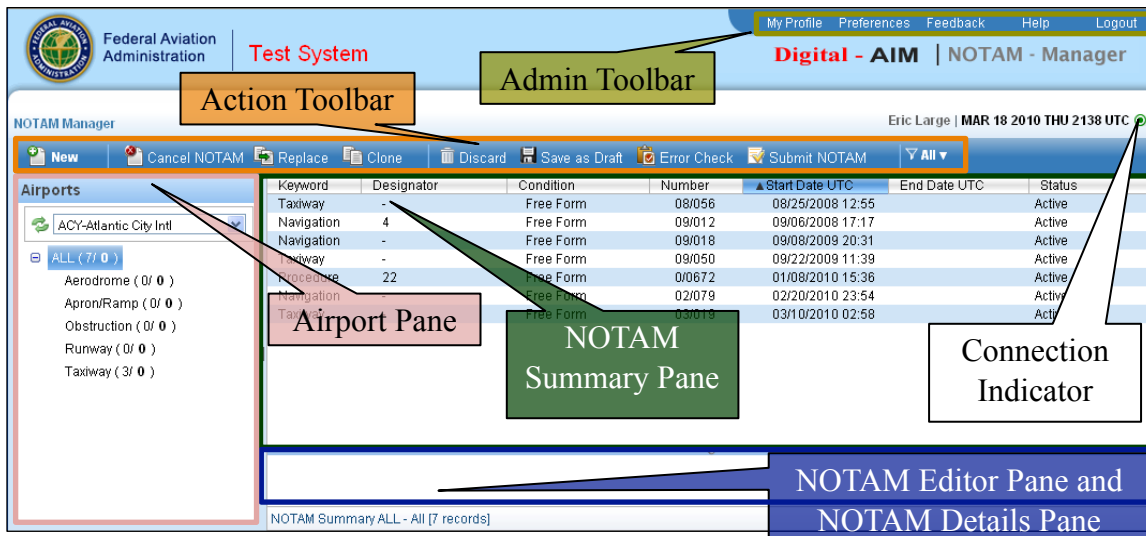


Figure 5: Primary NOTAM window

The figure above shows the different sections or panes that are found within the Primary NOTAM window. Each pane within the window is outlined with a box and has an associated text box. These text boxes will be described in more detail in the following sections.

Chapter 3: 3 1 1 NOTAM Summary Pane

NOTAM Summary Pane is the pane that shows the Airport NOTAMs by column headings: keyword, designator, condition, number, start date/time, end date/time, and status (See Figure 5 above). The NOTAM Summary pane can be used to sort and find NOTAMs based upon any of the column headings – simply by clicking on it.. The NOTAMs in the NOTAM Summary pane can also be used to pull up the NOTAM Editor pane.

Chapter 3: 3 1 2 NOTAM Editor Pane

The NOTAM Editor Pane shows draft or new NOTAM information. (See Figure 5 above) The pane is blank if no NOTAM has been selected. Once a NOTAM has been selected the field shows the editor pane where you can navigate using the tabs. To enable editing of draft NOTAMs you have to use the *Edit* button.

Chapter 3: 3 1 3 NOTAM Details Pane

The NOTAM Details Pane shows only previously activated NOTAMs (i.e. active, canceled, or expired)(See Figure 5 above). The pane is blank if no NOTAM has been selected. Once a NOTAM is selected this pane will show all the NOTAM information in the three NOTAM Formats (Domestic, ICAO, and Plain

Language). To alter these NOTAMs you must use the Copy, Replace, or Cancel NOTAM Buttons.

Chapter 3: 3 1 4 Airport Pane

The Airport Pane is located on the left hand side of the NOTAM Manager window. (See Figure 5 above) Each airport that the originator has responsibility for is listed in this section via a drop down menu list.

Chapter 3: 3 1 5 Keyword Pane

This pane filters NOTAM Summary data. (See Figure 5 above) Filtering is the exclusion of certain data based on a set of criteria. NOTAMs can be filtered based on keyword. The keywords used in this section are: Aerodrome, Apron/Ramp, Obstacle, Runway, and Taxiway. By selecting one of these keywords, the NOTAMs in the NOTAM Summary pane will be adjusted to show only NOTAMs with that keyword (e.g., by selecting the keyword Runway, only Runway NOTAMs will appear).

Chapter 3: 3 1 6 Action Toolbar

The action toolbar is right below where your name and the date appears in the upper third of the NOTAM Summary pane. (See Figure 5 above) All of the key action buttons are listed along this toolbar. The toolbar is broken into 4 sections:

- New
- NOTAM Alteration Buttons (Cancel NOTAM, Replace, and Copy)
- Draft NOTAM Buttons (Discard, Save as Draft, Error Check, and Submit NOTAM)
- Filter by status

Each of these sections will be described in greater detail in the following chapters.

Chapter 3: 3 1 7 Administrative Toolbar

The Administrative Toolbar is located at the top right hand side of the NOTAM Manager window. (See Figure 5 above) It contains 5 tabs including: My Profile, Preferences, Feedback, Help and Logout. The Administrative Toolbar allows you to control various items in your user account.

- a. My Profile - allows you to change your password and update other information about yourself.
- b. Preferences – allows you to turn on/off e-mail alerts, show a map of your airport and limit the number of NOTAMs displayed at one time in the NOTAM Summary window.

- c. Feedback – allows you to offer suggestions or concerns about the NOTAM Manager Application to the designers.
- d. Help – provides you with access to this User Manual, and
- e. Logout – allows you to log out of the Application

Chapter 3: 3 2 Special Features

The NOTAM Manager Application has many built in special features. You can see each of these special features directly from the main screen.

Chapter 3: 3 2 1 Adjusting Pane Sizes:

The Application has tools to adjust the size of various panes. The user can slide panes to adjust height or width using the “dot” or minimize or maximize a pane using the “lines” (see Figure 6 and Figure 7).

The figures below are before and after shots of how the screen is resized based on the use of the “dot” and “lines.” The lines act to minimize or maximize the panes while the dot is an adjustable resizing of the panes.

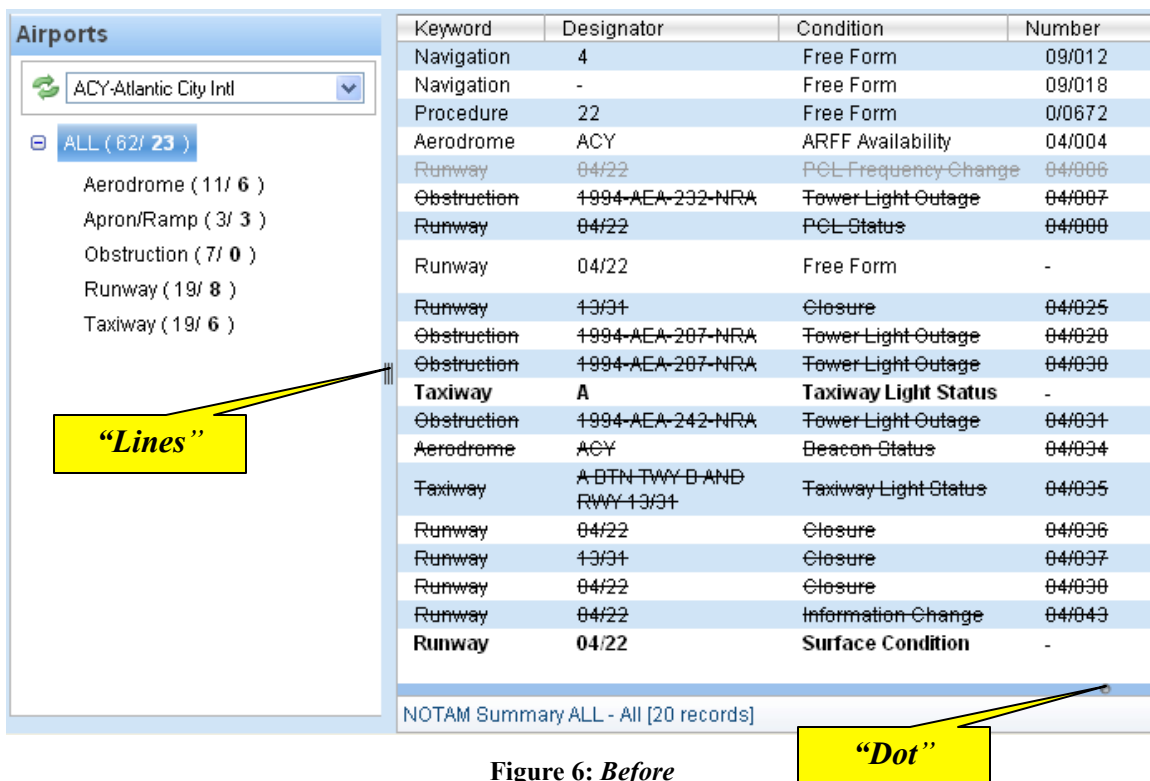


Figure 6: Before

▼ Keyword	Designator	Condition	Number
Taxiway	⊖	Taxiway Light Status	04/111
Taxiway	D BTN TWY P AND ANG RESTRICTED AREA	Lighted Signage Status	04/128
Taxiway	A	Lighted Signage Status	04/057
Taxiway	A	Taxiway Light Status	-
Taxiway	D BTN ANG RESTRICTED AREA AND ANG RAMP	Lighted Signage Status	04/125
Taxiway	C	Lighted Signage Status	04/126

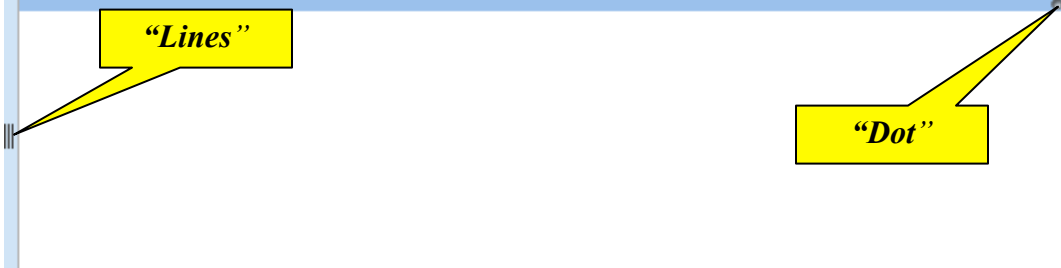




Figure 7: *After*

Chapter 3: 3 2 2 Connection Status

The NOTAM Manager Application is connected to the Federal NOTAM System (FNS) database and the USNS. In the main screen there is a connectivity indicator that shows whether or not you are connected to the FNS. The green dot  indicates that the connection is active, the NOTAMs are up-to-date, and that the NOTAMs submitted via NOTAM Manager will be submitted properly to the USNS. The red circle with the x  indicates that connectivity has been lost, thus NOTAMs will not be submitted, and the NOTAMs in the NOTAM Summary may not be up-to-date.

Chapter 3: 3 2 3 Representation of current time in UTC

Coordinated Universal Time (UTC) is how NOTAMs are represented in the NOTAM Manager, which is a requirement passed down from the FAA NOTAM Manual. UTC is standard across all time zones and areas, which makes it an effective way for everyone in each time zone to know when a NOTAM is active or not. See Figure 8.

| APR 19 2010 MON 1956 UTC

Figure 8: Date/Time in UTC

Chapter 4: NOTAM Manager Application Components

Chapter 4: 1 The NOTAM Summary

The NOTAM Summary is located in the bottom right of the screen. The NOTAM Summary has many lines of NOTAMs, as seen in Figure 9.

NOTAM Manager

Eric Large | MAR 18 2010 THU 2138 UTC

Keyword	Designator	Condition	Number	Start Date UTC	End Date UTC	Status
Taxiway	-	Free Form	08/056	08/25/2008 12:55		Active
Navigation	4	Free Form	09/012	09/06/2008 17:17		Active
Navigation	-	Free Form	09/018	09/08/2009 20:31		Active
Taxiway	-	Free Form	09/050	09/22/2009 11:39		Active
Procedure	22	Free Form	0/0672	01/08/2010 15:36		Active
Navigation	-	Free Form	02/079	02/20/2010 23:54		Active
Taxiway	-	Free Form	03/019	03/10/2010 02:58		Active

NOTAM Summary ALL - All [7 records]

Figure 9: NOTAM Summary Pane

Chapter 4: 1 1 Purpose of NOTAM Summary

The *NOTAM Summary* serves several functions. As a tracking tool, it provides an overview of Active, Draft, Cancelled, and Expired NOTAMs on which you can take action. The NOTAMs shown are limited based on the airport you have selected and on filters you have applied. The NOTAM Summary also serves as a navigation tool, allowing you to open a NOTAM to view details about it, or to find a NOTAM by using the sorting functionality.

There are several limitations with the NOTAM Summary. The NOTAM Summary only displays NOTAMs for the selected airport. The NOTAM Summary only displays NOTAMs that are not being filtered out by keyword or status. The NOTAM Summary only displays NOTAMs that have not been archived.

Chapter 4: 1 2 Contents of NOTAM Summary

The NOTAM Summary lists the active, draft, cancelled, and expired NOTAMs for the selected airport in rows. NOTAMs in the NOTAM Summary are accompanied by

seven data points presented in columns. NOTAMs can be sorted by any one of the columns.

Chapter 4: 1 2 1 Column headers

The column headers at the top of the NOTAM Summary are labels that explain the information in that column. The seven columns are:

- Keyword,
- Designator,
- Condition,
- Number,
- Start Date UTC,
- End Date UTC, and
- Status.

Chapter 4: 1 2 1 1 Potential entries in the NOTAM Summary

Each column contains distinct information about the NOTAM. The information in each column is described in more detail below.

The *Keyword* column contains the Keyword associated with the NOTAM, and is based on the keywords as defined in FAA NOTAM Manual (Order JO 7930.2). There are six possible entries:

- Aerodrome,
- Apron/Ramp,
- Obstruction,
- Runway, and
- Taxiway

NOTE: Apron and Ramp are combined in NOTAM Manager, although they are listed as separate keywords in FAA policy.

NOTE: “Service” keyworded NOTAMs can be found under the Aerodrome keyword.

The *Designator* column contains a numeric or alphanumeric identifier. The content of the Designator column depends on the selected airport and Keyword. Each Keyword is associated with a predefined list of Designators that identify specific features at that airport. For example, a Designator that applies to a specific Runway could be “04/22”. A Designator that applies to an Apron could be “Hangar Apron 8”.

The *Condition* column contains a text description of the type of NOTAM event. The content of the Condition field is the name of the scenario that was used to create the NOTAM. The content of the Condition column depends on the selected airport, Keyword, and Designator. Each combination of Keyword and Feature is associated with a predefined list of Conditions that identify the specific scenarios available.

NOTE: The scenarios available for you to use depends on the specific feature you choose.

To see a list of possible Conditions arranged by Keyword and Designator, please see Appendix A.

NOTE: When sorting by Condition, NOTAMs with the Condition “Free Form” will sort **only** with other Free Form NOTAMs. **This eliminates the ability for you to effectively find NOTAMs by Condition.**

The *Number* column contains the NOTAM Number as assigned by the United States NOTAM System (USNS). NOTAM Numbers are airport specific and because they are numbered in order, they give you a general idea of when a NOTAM was created in relationship to other NOTAMs from the same airport. The number on the left side of the “/” (forward-slash) indicates the month the NOTAM was issued. The number on the right side of the “/” (forward-slash) indicates the serial number of the NOTAM, which is assigned in order from 001 through 999. This field may be blank on Draft NOTAMs or NOTAMs in the process of being activated.

NOTE: Current NOTAM policy allows for the duplication of NOTAM number but only if an airport were to issue more than 999 NOTAMs within the same month, and then, only one may be active at any given time. The other NOTAM with the same number must be expired or cancelled.

The *Start Date UTC* column contains the effective date/time of the NOTAM (when it begins), and is listed in UTC time. This field may only be blank for draft NOTAMs.

The *End Date UTC* column contains the expiration date/time of the NOTAM (when it is no longer effective), and is listed in UTC. This field may only be blank for draft NOTAMs.

The *Status* column indicates the current state of a NOTAM in the Summary and its relationship to the USNS. The list below describes possible entries in the Status column.

- A NOTAM with “Active” status indicates a NOTAM that is currently in effect in the USNS.
- A NOTAM with “Draft” status indicates a NOTAM that has been created but has not yet been submitted to the USNS for activation.
- A NOTAM with “Cancelled” status indicates a NOTAM that has been manually de-activated or removed from the USNS prior to its end time by a NOTAM originator.
- A NOTAM with “Expired” status indicates a NOTAM that was active until its end time, at which point the NOTAM was automatically deactivated both by the NOTAM Manager Application and by the USNS.
- A NOTAM with “Activation in Progress” status indicates a NOTAM that is in the queue to be activated by USNS.

NOTE: this will happen only for free form NOTAMs because they must go through the Flight Service Station (FSS) for review. FSS is then responsible for pushing the NOTAM to USNS for activation.

- A NOTAM with “Cancellation in Progress” status indicates a NOTAM that is in the queue to be cancelled by the FSS.

NOTE: This will happen only for NOTAMs created using the Free Form template since they must go through the FSS for review. FSS is then responsible for canceling the NOTAM in the USNS.

- A NOTAM with “Error Activating” status indicates a NOTAM that there was an error generated by the USNS or FSS when the NOTAM was submitted. You must submit the NOTAM again.
- A NOTAM with “Error Canceling” status indicates a NOTAM that there was an error generated by the USNS or FSS when the NOTAM was cancelled. You must cancel the NOTAM again.

Chapter 4: 1 2 2 Meaning of blank entries

It is possible to have blank entries in some of the fields in the NOTAM Summary. Blanks are most likely to be found in draft NOTAMs as drafts are not required to have start or end dates. Also, a NOTAM that has not been activated will not have a NOTAM Number. However, any active NOTAM will have an entry in each field.

Chapter 4: 1 2 3 Meaning of status entries formatting

The formatting of NOTAM entries in the NOTAM Summary is a secondary indicator of the Status of the NOTAM in the USNS. A NOTAM that has no special formatting is an active NOTAM. Entries formatted in bold type (i.e., **bold**) are draft NOTAMs. NOTAMs that are crossed out (i.e., ~~crossed-out~~) have been cancelled. NOTAMs that are in light gray text and crossed out (i.e., ~~gray and crossed-out~~) have expired. This formatting helps you see the overall state of NOTAMs in the system faster than by reading the Status column. Also, alternating NOTAM entries are highlighted in blue to help guide you across a single NOTAM line.

Chapter 4: 1 3 How to Use NOTAM Summary

The NOTAM Summary serves as the primary NOTAM tracking and navigation tool in NOTAM Manager.

Chapter 4: 1 3 1 Sorting to find NOTAMs in NOTAM Summary

There are a number of ways to find a specific NOTAM in the NOTAM Summary. Aside from scanning the list, it is possible to sort the NOTAMs. Sorting NOTAMs rearranges the list of NOTAMs based on criteria you select.

To sort the list of NOTAMs in the NOTAM Summary, click on the column header and the application will sort by that column. The selected column header will turn blue and display an arrow indicating the direction the NOTAMs are sorted. When the arrow points up (see Figure 9), the NOTAMs are sorted alphabetically (A-Z) or numerically (0-9) from top to bottom of the page by the column selected. When the arrow points down, the NOTAMs are sorted in reverse order (i.e., Z-A or 9-0). It is not possible to sort by more than one column at a time. Clicking the column header again will reverse the sort order.

NOTE: Sorting vast amounts of data may take several moments to process.

NOTE: When sorting by Condition, all NOTAMs with the same condition will be grouped together. Therefore, when sorting by Condition, remember to check the NOTAM Summary for both the condition you are interested in **and** the Free Form NOTAMs that may contain relevant information to your search.

Chapter 4: 1 3 2 Opening a NOTAM

To open a specific NOTAM in the NOTAM Summary, you can click anywhere on the NOTAM of interest.

Opening a NOTAM will provide additional details about the NOTAM based on that NOTAM's Status. Clicking an Active, Cancelled, or Expired NOTAM will open the NOTAM Details Pane. Clicking a draft NOTAM opens the NOTAM Editor Pane. These two panes are explained in more detail below.

Chapter 4: 2 The NOTAM Details Pane

The NOTAM Details Pane can be opened by clicking any Active, Cancelled, or Expired NOTAM in the NOTAM Summary. The NOTAM Details Pane is located at the bottom right of the NOTAM Manager Screen. See Figure 10.

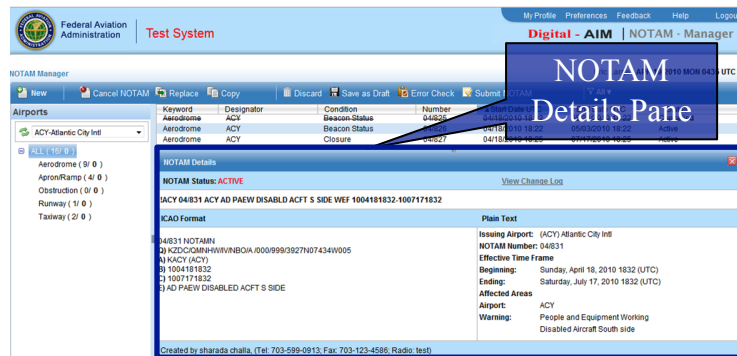


Figure 10: NOTAM Details Pane

Chapter 4: 2 1 Purpose

The NOTAM Details Pane allows you to view details of an Active, Cancelled, or Expired NOTAM.

NOTE: The NOTAM Details Pane will not display for Draft NOTAMS.

Chapter 4: 2 2 Contents

The NOTAM Details Pane shows the status of the NOTAM (i.e. Active, Cancelled, or Expired), as well as the text of the NOTAM in three different formats. See Figure 10. The NOTAM is displayed in Domestic Format (FAA legacy format) at the top of the NOTAM Details Pane, in ICAO Format on the lower left side of the pane, and in Plain Language format on the lower right side of the pane (see Figure 10). The bottom of the NOTAM Details Pane displays the name and contact information of the person who created the NOTAM.

The NOTAM Details Pane also contains a link at the top of the pane to the Change Log (see Figure 10). The Change Log Viewer provides a way to track changes that are made to NOTAMs. More specifically, it contains the date and time of the change,

the activity, the name of the person who made the change, and any notes associated with the NOTAM.

Chapter 4: 2 3 How to use

Clicking an Active, Cancelled, or Expired NOTAM brings up the NOTAM Details Pane. As these are NOTAMs that were published at some point in the USNS, there are only a few possible actions that can be taken. The action buttons at the bottom right corner of the NOTAM Details Pane can be used to Cancel, Replace, or Copy the selected NOTAM.

- a) The Cancel button, when confirmed, cancels the selected NOTAM. The cancelled NOTAM remains in the NOTAM Summary with a cancelled status, but the NOTAM is de-activated in NOTAM Manager Application and removed from the USNS.
- b) The Replace button, when confirmed, cancels the selected NOTAM and replaces it with a new one. The new NOTAM is built using the same template and the fields are pre-populated in the same way they were populated when building the old NOTAM.
- c) The Copy button, when confirmed, creates a duplicate of the selected expired or cancelled NOTAM that can be used as a template for building a new NOTAM. The new NOTAM is built using the same template and the fields are pre-populated in the same way they were populated when building the old NOTAM.

To View the Change Log, click the *View Change Log* link. The Change Log allows you to track the status of NOTAM events and may be especially useful when multiple originators are working on a single NOTAM. To close the Change Log Viewer and return to the NOTAM Details Pane, click the *Close* button at the bottom left of the pop-up window. See Figure 11.

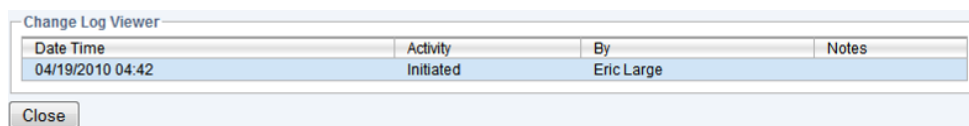


Figure 11: NOTAM Change Log

The NOTAM Details Pane can be resized using the dot in the pane separator between the Details Pane and the NOTAM Summary. Click the dot to grab it, and drag to resize the pane. To close the NOTAM Details Pane click the “X” at the top right of the pane. See Figure 10.

Chapter 4: 3 The NOTAM Editor Pane

The NOTAM Editor Pane is located at the bottom right of the NOTAM Manager Screen when a draft NOTAM is open as seen in Figure 12.

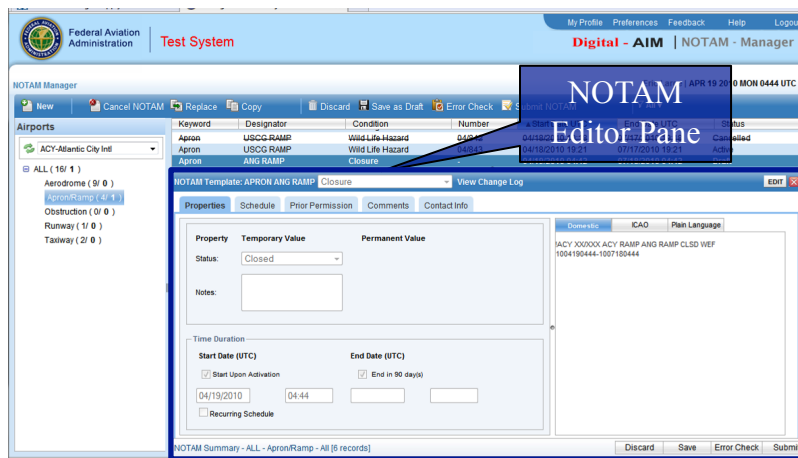


Figure 12: NOTAM Editor Pane

Chapter 4: 3 1 Purpose

The NOTAM Editor Pane is used for editing a draft NOTAM. It is available to use for New NOTAMs and Draft NOTAMs. When clicking a Draft NOTAM in the NOTAM Summary, a “read only” version of the NOTAM Editor Pane will open.

NOTE: In order to make changes to the “read only” version of the NOTAM, you must click the Edit button to enable editing.

Chapter 4: 3 2 Contents

The NOTAM Editor Pane shows the details of a Draft or New NOTAM. The “read only” version provides an Edit action button that, once activated, can be used to edit a Draft NOTAM (see Figure 12).

The NOTAM Editor Pane also contains a link to the Change Log at the top of the pane (see Figure 12). The Change Log Viewer provides a way to see a record of every change that has been made to a NOTAM.

Chapter 4: 3 3 Using the NOTAM Editor Pane

To access the editable version of the NOTAM Editor Pane for a draft NOTAM, click the Edit button, located in the top right corner of the read only version of the NOTAM Editor Pane (see Figure 12). Once you click the Edit button, you will be given access to the editable version of the NOTAM Editor Pane. The NOTAM Editor Pane contains data entry fields on the left, organized by tabs at the top where you can enter

new NOTAM information or edit existing NOTAM information. On the right side of the screen, you will see the NOTAM report builder window, which allows you to see the NOTAM in Domestic (FAA Legacy), ICAO, or Plain Language format as it is being built. The current display format is highlighted in blue.

NOTE: The NOTAM Editor pane can also be opened by clicking on the *New* action button (see Section 5.1 Creating a New NOTAM).

To View the Change Log, click the View Change Log link. The Change Log includes the date and time of each change, the change activity, the originators who made any changes, and Notes about the entry. This allows for tracking when multiple people may be working on a single NOTAM. To close the Change Log Viewer and return to the NOTAM Editor Pane, click the Close button at the bottom left corner of the pane (see Figure 11: NOTAM Change Log).

The NOTAM Editor Pane can be resized using the dot in the divider between the pane and the NOTAM Summary. Click the dot to grab it, and drag to resize the pane. To close the NOTAM Editor Pane click the “X” at the top right of the pane.

Chapter 4: 4 The Airport Toolbar

The Airport Toolbar is located on the left side of the NOTAM Manager window, as seen in Figure 13.

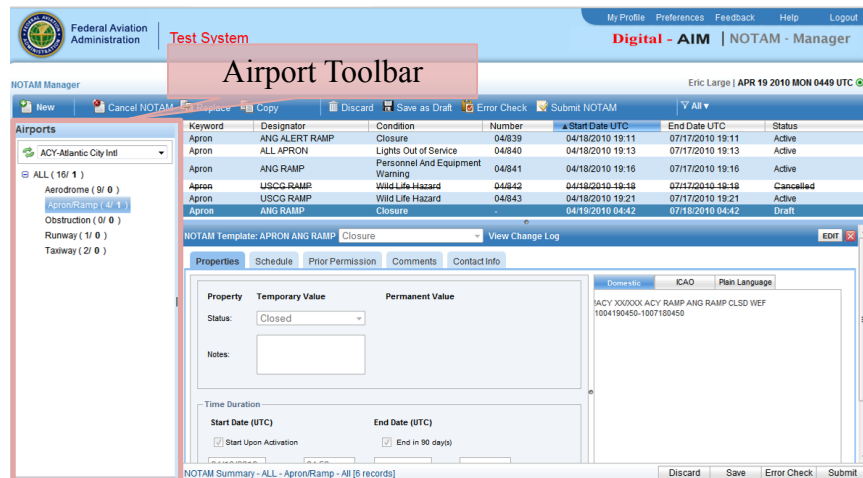


Figure 13: Airport Toolbar


Chapter 4: 4 1 Purpose

The Airport Toolbar allows you to select the airport to manage. The only airports that are provided as choices are those for which you have official NOTAM originator

responsibilities. Consequently, for most users, this toolbar displays only the name and three-letter identifier for one airport. For some users (such as the FAA), the toolbar allows selection of a single airport from a list of many airports. The Airport Toolbar can also be used to filter the NOTAMs in the NOTAM Summary by Keyword. It removes NOTAMs that do not use the Keyword you selected from the NOTAM Summary, making it easier for you to find a specific NOTAM. If you want to see only NOTAMS for one Keyword, use the filter function.

Chapter 4: 4 2 Contents

The Airport Toolbar consists of a drop down menu that lists all airports for which you have access. You will see Keywords that are associated with the selected airport. Each Keyword is followed by two numbers separated by a “/”. The number to the left of the “/” (forward-slash) is the number of active NOTAMs for that Keyword at the selected airport. The **bold** number on right of the “/” (forward-slash) is the number of draft NOTAMs for that Keyword at the selected airport.

The Airport Toolbar also contains a  *Refresh* button (see Figure 13) that updates the numbers next to the Keywords. This button says “Refresh Airport Tree” when you roll your mouse over it.

Chapter 4: 4 3 How to use

Users with NOTAM originator rights to multiple airports may change the airport for which NOTAMs are displayed by selecting the desired airport from the drop down list.

To hide Airport Toolbar, click the bars on the divider between the Airport Toolbar and the NOTAM Summary (see Figure 6 and Figure 7). This will collapse the Airport Toolbar on the left side of the screen. To unhide the Airport Toolbar, click the bars on the left again.

The Airport Toolbar is expanded by default to show all available Keywords for the selected airport. To decrease detail on the Airport Toolbar (i.e., hide all the Keywords), click on the “minus” sign next to the word “ALL”. To show the Keywords again, click the “plus” sign next to the word “ALL”.

The Airport Toolbar can be used to filter by Keyword. To filter NOTAMs in the NOTAM Summary using the Airport Toolbar, click on the Keyword by which you would like to filter. This will show only the NOTAMs in the NOTAM Summary that apply to that selected Keyword.

Chapter 4: 5 Action Toolbar

The Action Toolbar is located above the NOTAM Summary and Airport Toolbars, as seen in Figure 14.

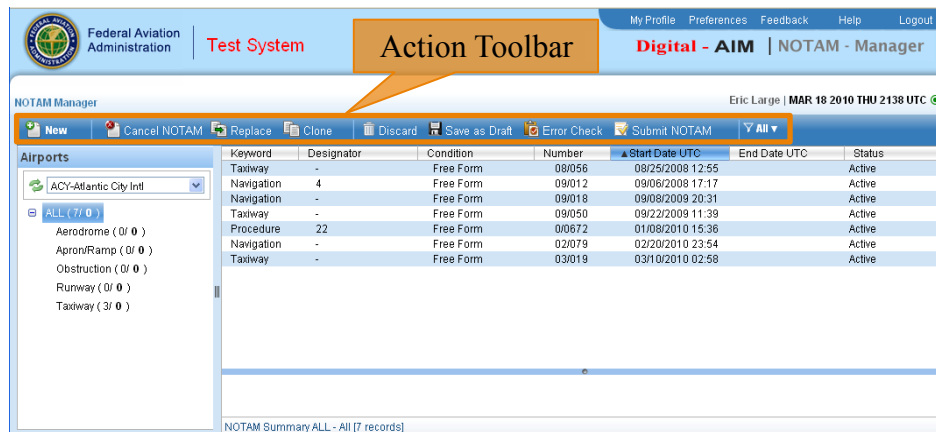


Figure 14: Action Toolbar

Chapter 4: 5 1 Purpose of the Action Toolbar

The Action Toolbar contains nine action buttons that allow you to perform various NOTAM originator tasks in the NOTAM Manager Application such as creating or changing NOTAMs.

Chapter 4: 5 1 1 Grouping of Action Buttons on the Action Toolbar

The action buttons are presented in four groups that are separated by a pipe (|). The groupings are based on the status of NOTAM to which the action button applies. The *New* button can be used to create a new NOTAM, regardless of what other NOTAMs may or may not exist in the system. The *Cancel NOTAM*, *Replace* and *Copy* buttons apply only to published (Active, Expired, or Cancelled) NOTAMs. The *Discard*, *Save as Draft*, *Error Check*, and *Submit NOTAM* buttons only apply to draft NOTAMs. The final grouping contains only the Filter button, which allows you to select a subset of NOTAMs in the NOTAM Summary based on Status.

Chapter 4: 5 1 2 When to use Buttons on the Action Toolbar

Choose the appropriate action button based on the task you want to accomplish. The *New* button can be used at any time. To activate the *Cancel NOTAM* and *Replace* buttons, click an active NOTAM in the NOTAM Summary. To activate the *Copy* button, click a cancelled or expired NOTAM in the NOTAM Summary. To activate the *Discard*, *Save as Draft*, *Error Check*, and *Submit NOTAM* buttons,

either create a new NOTAM, or select a draft NOTAM from the NOTAM Summary and click the Edit button (see Figure 12). To activate the Filter button, click on the drop down arrow next to the word *All* and select the filter you would like to apply.

Chapter 4: 5 1 3 Limitations

The *New* action button works without clicking an existing NOTAM in the NOTAM Summary. The other action buttons only work when a particular type of NOTAM has been selected from the NOTAM Summary.

Chapter 4: 5 2 Contents and How to Use the Action Toolbar

The Action Toolbar is located above the NOTAM Summary Pane. The buttons are horizontally placed across the pane and their background is a dark blue. The first button is directly below the FAA Logo (see Figure 15)

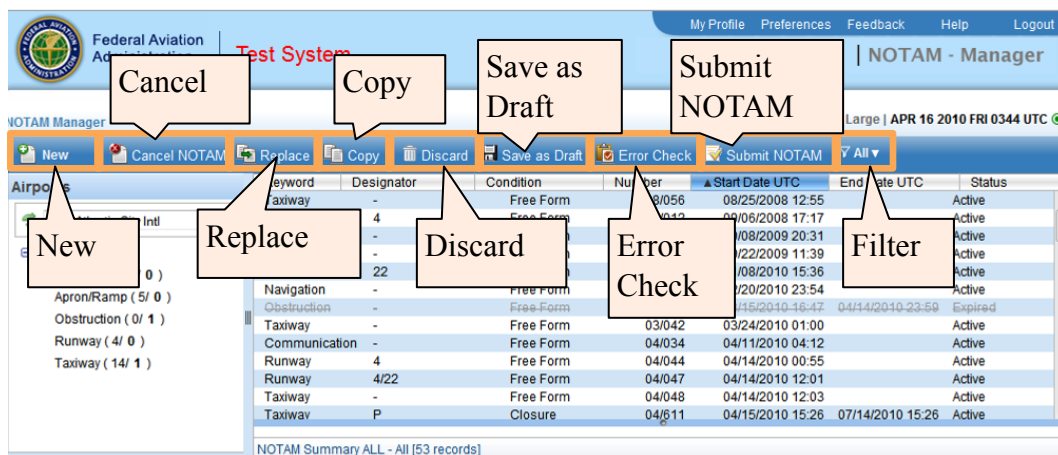


Figure 15: Action Toolbar Breakdown

Each of the action buttons is described in more detail below.

Chapter 4: 5 2 1 New

The *New* action button is located on the far left side of the Action Toolbar, as seen in Figure 15. This button is used to create a new NOTAM “from scratch” when no draft or previously existing NOTAM that can be copied is present in the system. The *New* button can be used at any time. To begin creating a new NOTAM, click the *New* button. The resulting pop-up window, called the Options Screen, contains three columns (See Figure 16). The three columns allow you to select the Keyword, Feature, and the Scenario of the NOTAM you are creating.

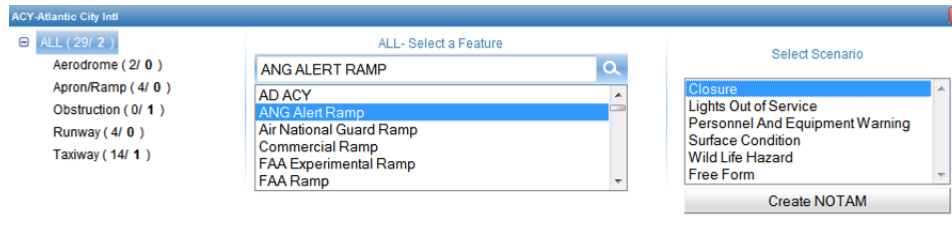


Figure 16: Options Screen

Once you have selected a Keyword, Feature, and Scenario, click *Create NOTAM*. This will open the NOTAM Editor Pane (described in Section 5.1). Fill the necessary NOTAM information in the fields provided in the tabs on the left side of the pane. The window on the right will display the NOTAM you are creating as the information is entered. The NOTAM report builder window allows you to display the NOTAM in three formats: Domestic (FAA legacy), ICAO, and Plain Language. The currently selected format is highlighted in blue.

NOTE: The fields provided in the NOTAM Editor Pane will vary based on the Scenario you selected. Scenarios allow you to create a NOTAM more efficiently by limiting the data entry fields to only those relevant to that particular NOTAM event.

WARNING: When you click a keyword in the Options Screen, NOTAM Manager automatically filters the underlying NOTAM Summary.

Chapter 4: 5 2 2 Cancel NOTAM

The *Cancel NOTAM* action button is the second button from the left on the Action Toolbar (See Figure 16). This button is used to cancel, or deactivate, an existing active NOTAM. To cancel an active NOTAM, select the appropriate active NOTAM in the NOTAM Summary. After the NOTAM Details Pane opens, click the *Cancel NOTAM* button. The resulting pop-up *Confirmation* Pane asks you to confirm the cancellation and as an option, to enter a reason. To proceed with the cancellation and deactivate the selected NOTAM in the USNS, click the *Proceed with CANCEL* button. To keep the NOTAM active and **not** cancel it, click the *Ignore* button.

NOTE: Some functions provide the option or require the originator to enter a reason for the action. The reason is stored in the Notes section of the *Change Log*.

Chapter 4: 5 2 3 Replace

The *Replace* action button is the third button from the left on the Action Toolbar (See Figure 16). This button is used to cancel a NOTAM and create a new one in its place with a new NOTAM number, all in one step. The *Replace* action button only works for currently active NOTAMs. To replace a NOTAM, select an existing active NOTAM in the NOTAM Summary. Click the *Replace* button. The resulting pop-up *Confirmation* Pane allows you to continue with the replacement or go back to the NOTAM Summary. To replace the NOTAM click the *Proceed with REPLACE* button. To return to the NOTAM Summary without replacing the NOTAM, click the *Ignore* button.

Chapter 4: 5 2 4 Copy

The *Copy* action button is the fourth button from the left on the Action Toolbar (See Figure 16). This button is used to create a new NOTAM based on a cancelled or expired NOTAM. The *Copy* action button only works for cancelled or expired NOTAMS. To copy a cancelled or expired NOTAM, select the NOTAM in the NOTAM Summary and click the *Copy* button. This creates a copy of the cancelled NOTAM that can be modified and discarded, saved, checked for errors, or submitted to the USNS. To return to the NOTAM Summary without action, click the red X in the upper right hand corner.

Chapter 4: 5 2 5 Discard

The *Discard* action button is the fifth button from the left on the Action Toolbar (See Figure 16). This button is used to delete a draft NOTAM without saving or activating it. The *Discard* action button only works for draft NOTAMs. To discard a NOTAM draft, select the draft in the NOTAM Summary and click the Edit button in the upper right corner of the NOTAM Editor Window. Then, click the *Discard* button. The resulting *Confirmation* pop-up allows you to continue with the discard of the draft, or go back to editing the draft. To discard the selected draft, click the *Discard* button. To return to the NOTAM Editor without discarding the draft, click *Cancel*.

Chapter 4: 5 2 6 Save as draft

The *Save as Draft* action button is the sixth button from the left on the Action Toolbar (See Figure 16). The *Save as Draft* button only works for new NOTAMs that are in the process of being built or existing draft NOTAMs (i.e., when the NOTAM Editor Pane is open). The save as draft functionality allows you to come back later and edit the draft before submitting it. To save information in the NOTAM system as a draft without activating a NOTAM, click the *Save as Draft* button. The new draft NOTAM will appear in the NOTAM Summary.

Chapter 4: 5 2 7 Error Check

The *Error Check* action button is the seventh button from the left on the Action Toolbar (See Figure 16). This button is used to check a draft NOTAM for errors against established business rules before submitting it. The *Error Check* button only checks the draft NOTAM for errors in logic, and is unable to check for errors based on intent. For example, the *Error Check* function will tell you if the end time you entered is before the start time you entered, but it will not tell you if you have accidentally shortened a runway to 700 feet instead of 7000 feet. To check a draft for errors, first open the draft then click the Edit button in the upper right corner. Once the *NOTAM Editor* window opens, click the *Error Check* button. If the draft is free of errors in logic a Confirmation Pane will pop-up saying, “No Errors found!” To return to the *NOTAM Editor*, click the *Close* button.

NOTE: A NOTAM will not be accepted into the US NOTAM system until errors are corrected.

Chapter 4: 5 2 8 Submit NOTAM

The *Submit NOTAM* button is the eighth button from the left on the Action Toolbar (See Figure 16). This button is used to submit a draft NOTAM to the USNS for activation in the system. The button is available and works when the *NOTAM Editor* is open. The *Submit NOTAM* button also performs the same error checking as the *Error Check* button before allowing for submission of the NOTAM. To submit a draft NOTAM for activation, open the draft NOTAM and click the Edit button in the upper right corner. When the NOTAM Editor Pane opens, click the *Submit NOTAM* button. The resulting Confirmation pop-up allows you to continue with submission and activation or to return to the *NOTAM Editor*. To return to the NOTAM Editor, click the *No* button. To continue with submission and activation click the *Yes* button. A second *Confirmation* pop-up will appear with the resulting NOTAM and contact information for the NOTAM Originator.

Chapter 4: 5 2 9 Filter

The filter button is the ninth button from the left on the Action Toolbar (See Figure 16). This button is used for filtering NOTAMs in the NOTAM Summary. Filtering allows you to see only a subset of NOTAMs in the NOTAM Summary based on NOTAM status. Removing irrelevant NOTAMs from the NOTAM Summary makes it easier to find a specific NOTAM. This button is always available for use. To filter by status, click the down arrow to the right of the word “All.” Click the status of the NOTAMs you would like to see displayed in the NOTAM Summary in the drop down box: All, Active, Draft, Cancelled, Expired,

Error Activating, Error Cancelling, Activation in Process, Cancellation in Progress. This will show only the NOTAMs in the NOTAM Summary that have the selected status.

Chapter 4: 5 3 Design of Action Buttons

As previously stated, Action buttons are used to accomplish specific NOTAM tasks. Once clicked, action buttons guide you through the task through the use of pop-ups. A pop-up may:

- Present you with an error message to which you must respond;
- Present you with a request for confirmation, to which you also must respond; or
- Lead you through a process during which you will be asked to complete various data fields.

While the first two pop-up types are relatively simple and self-explanatory, the third type of pop-up will only appear when you click the *New* action button. This pop-up leads you through the process to create a new NOTAM, which can then be saved as a draft, checked for errors, or checked for errors and submitted to the USNS. However, the pop-up associated with *New* is unique in that it is based on a scenario concept. Scenarios are templates that make data entry easier by only requiring you to review and complete data fields that are relevant to a particular NOTAM event type. NOTAM Manager also makes data entry easier by only providing you with the scenarios that are possible for a particular feature, based on information you provide.

The process is as follows.

- Select the desired Keyword (e.g., Runway) from the list provided.
 - Once you select the appropriate Keyword, NOTAM Manager will display only the Designators associated with that Keyword at the selected airport in the Designator column.
- Select the desired Designator (e.g., Runway 04/22) from the ones provided.
 - Once you select Designator, NOTAM Manager will display only the scenarios that are appropriate for that keyword and designator (e.g., Closure).
- Select the appropriate scenario from the ones provided.
 - The scenario provided contains only the data fields required to describe that NOTAM event type.
- Click *Create NOTAM*.
- Complete the data fields as required.

In summary, the Scenarios displayed are dependent on the Keywords and Features you select. As you select various options (Keyword, Designator, and Scenario) NOTAM Manager will automatically provide you with the appropriate subset of information and data fields. For example, to close a runway, you must select the Runway keyword, and then you must select a full runway (not a runway heading) Designator in order to be provided with the *Closure* Scenario. That is, the *Closure* Scenario is not associated with a runway heading and will not be displayed if you select a runway heading. In addition, there is often more than one Scenario provided for each Designator. In these cases, you must decide which is appropriate for the NOTAM event.

Chapter 5: Using the NOTAM Manager Application to Perform NOTAM Origination Tasks

This chapter provides step-by-step instructions about how to accomplish specific tasks in NOTAM Manager. The tasks described are organized around the NOTAM Manager Application's Action Buttons, the NOTAM Summary, and the Administrative Bar, which were described in Chapter 4. The tasks are:

- Creating a New NOTAM
- Cancelling an Active NOTAM
- Replacing an Active NOTAM
- Copying a Cancelled or Expired NOTAM
- Saving a NOTAM as a Draft
- Deleting a Draft NOTAM
- Checking a Draft or New NOTAM for Errors
- Tracking NOTAMs using the NOTAM Summary Pane
- Performing Administrative Tasks.

Each of these is described in more detail below.

Chapter 5: 1 Creating a New NOTAM

This section will walk you through the process of creating a New NOTAM. This section will describe how to create a NOTAM using scenarios, while explaining the theory behind creating NOTAMs as a guide.

Chapter 5: 1 1 Purpose of creating a new NOTAM

New NOTAMs are created when there is NOTAM information that needs to be published that does not already exist in the USNS. New NOTAMs are built using scenarios.

However, there is a method to enter NOTAMs that do not fit into any of the templates; Free Form Text (FFT). FFT cannot be used unless the desired NOTAM has the two following characteristics: the NOTAM does not fit in any of the other templates and the NOTAM falls under the airport's authority. A typical example of this is the issuance of NAVAID out-of-service. NOTAMs like this should be called into Tech Ops at 770-210-7491 which is the Atlantic Operations Control Center.

Chapter 5: 1 2 Process of creating a new NOTAM

To create a new NOTAM follow these generic steps for creating a NOTAM. This process can be applied to any NOTAM Scenario.

- Step 1 To begin the process, click the *New* Action button. (reference Figure 17)



Figure 17: New action button

- Step 2 Once the user clicks the *New* action button, the *Options* screen shown below will appear (reference Figure 18).

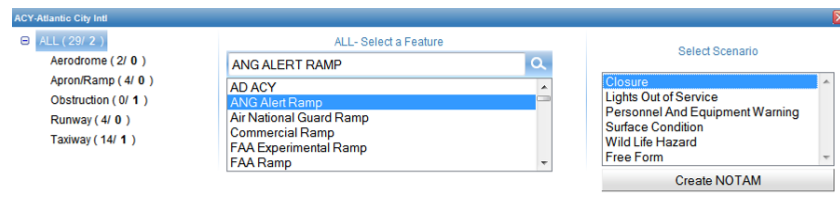


Figure 18: Options screen

This screen is the popup that results from invoking a New NOTAM. At this point, every selection that you make will affect the selections made in the next step. The results from these selections will affect the data in your creation template. For a list of all the possible selections, reference Appendix A.

- Step 3 Select a Keyword from the list provided. Your selection will be highlighted in blue.
- Step 4 Select a specific Feature from the “Select a Feature” dropdown box. Your selection will be highlighted in blue.
- Step 5 Select a scenario from the *Select Scenario* dropdown box. Your selection will be highlighted in blue.
- Step 6 Click *Create NOTAM*. The *Development Pane* will appear on the screen (See Figure 19).

NOTAM Template: AD ACY
ARFF Availability
View Change Log

Properties
Schedule
Prior Permission
Comments
Contact Info

Property	Temporary Value	Permanent Value
Status:	Out of Service	NORMAL
Index:	-Select Value-	C

Time Duration

Start Date (UTC)

☒ Start Upon Activation

☐ Recurring Schedule

End Date (UTC)

☒ End in 2 day(s)

Figure 19: Development Pane

Chapter 5: 1 3 Development Pane

The Development Pane provides only the data fields necessary for you to complete the NOTAM based on the scenario you selected. Recall that this filtering happens automatically in the background. The *Development Pane* contains a number of features. First, along the top, you will see a drop down menu that shows the Scenario you have selected. Below that, you will see a bar with five tabs. Finally, you will see the data entry fields organized by tabs (see Figure 20.)

The image shows a software interface for NOTAM development. At the top, a 'NOTAM Template: AD ACY' label is followed by a dropdown menu currently showing 'ARFF Availability'. Below this is a row of five tabs: 'Properties', 'Schedule', 'Prior Permission', 'Comments', and 'Contact Info'. The 'Properties' tab is selected. The main content area is divided into three sections. The top section has three columns: 'Property', 'Temporary Value', and 'Permanent Value'. Under 'Property', there are labels for 'Status:' and 'Index:'. Under 'Temporary Value', there are dropdown menus for 'Out of Service' and '-Select Value-'. Under 'Permanent Value', there are text labels 'NORM' and 'C'. The middle section is titled 'Time Duration' and contains two columns: 'Start Date (UTC)' and 'End Date (UTC)'. Each column has a checked checkbox ('Start Upon Activation' and 'End in 2 day(s)') and a text input field. The bottom section has a checkbox labeled 'Recurring Schedule'.

Callouts in the image point to the 'ARFF Availability' dropdown (labeled 'Template Dropdown'), the 'Properties' tab (labeled 'Tabs'), and the 'Status:' and 'Index:' dropdowns (labeled 'Data Entry Fields').

Figure 20: Development Pane Structure

Each of these is described in more detail below.

a. Template Dropdown

The Template Dropdown can be used to access different templates by changing the selected Scenario. The Scenario types are still specific to your selected Keyword and Feature. Click the dropdown box labeled NOTAM Template to change your Template.

NOTE: By changing the template all previously entered data will be discarded.

b. Tabs

There are five (5) tabs in the NOTAM Developer Pane (see Figure 21). They are:

- Properties
- Schedule
- Prior Permission
- Comments
- Contact Info

Tabs are a way to limit the number of data entry fields on the screen at any given time. The same five tabs will always be available for all Scenarios. The only thing that will vary is the subset of data entry fields that are displayed under the Properties tab.

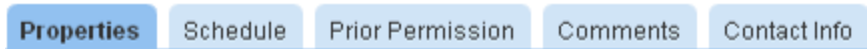


Figure 21: NOTAM Tabs

c. Data Entry Fields

The process for filling out the Data Entry Fields for each of the five tabs is described below.

NOTE: the data fields that appear on the properties tab vary from scenario to scenario. However, the data fields that appear on the other four tabs stay the same, regardless of which scenario you have selected.

Chapter 5: 1 3 1 General Description of the Properties Tab

Property	Temporary Value	Permanent Value
Status:	Out of Service	NORMAL
Index:	A	C

Time Duration	
Start Date (UTC)	End Date (UTC)
<input checked="" type="checkbox"/> Start Upon Activation	<input checked="" type="checkbox"/> End in 2 day(s)
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Recurring Schedule	

Figure 22: Properties Tab

Figure 22 above shows the different parts of the Properties Tab. Within the Data Entry Field, there will **always** be Time Duration Entry Fields which are similar in nature. The rest of the Properties can vary, but the data are referred to as Scenario Body Entry Fields. Following is a general description of how to complete the properties tab. For a complete list of all the different property tabs, see Appendix A.

- Step 7 Select the ***Properties*** tab (reference Figure 22)
- Step 8 Fill in the Scenario Body data entry fields as required by the NOTAM event and the NOTAM data you have gathered.
- Step 9 If your NOTAM needs to start immediately, go to Step 10, otherwise continue to the next step
- Step 10 Click in the date field under Start Date (UTC).
- Step 11 A calendar will pop up. The calendar automatically shows the current month. Select >> to go forward 1 month, or << to go backward one month.
- Step 12 Click a date
- Step 13 Click in the time field under Start Date (UTC)
- Step 14 Enter a start time. NOTE: The format is hhmm (hh = hours and mm = minutes) start in UTC.

NOTE: All NOTAM time is in UTC. If you don't know how to convert to UTC, please refer to: www.timeanddate.com/worldclock/converter.html

- Step 15 When finished skip to Step 11
- Step 16 Select the Start Upon Activation checkbox under Start Date (UTC)

NOTE: This checkbox works to activate the NOTAM as soon as it is submitted to the USNS. If you are creating a NOTAM that will not become active until a set date/time in the future, enter that date/time rather than using the Start Upon Activation checkbox.

- Step 17 Click in the date field under End Date (UTC)
- Step 18 A calendar will popup, use >> and << to navigate through the months.
- Step 19 Click a date.

Step 20 Enter an end time.

NOTE: The format is hhmm (hh = hours and mm = minutes) in UTC.

Step 21 If you want the NOTAM to be effective on a recurring schedule (e.g., every day between 0800 and 1000; all day on Saturdays) select the Recurring Schedule checkbox and move to 5.1.3.2

At this point you have finished filling out the properties tab. The next tab over is the Schedule tab.

NOTE: To go to the Schedule Tab, the Recurring Schedule checkbox **must** be selected in properties tab (See Step 15)

Chapter 5: 1 3 2 Schedule Tab

The Schedule Tab is the tool that you will use to set up recurring schedules for NOTAMs that repeat on a weekly manner. This tab is the same no matter what scenario you are using. This tool is most commonly associated with work on movement areas such as construction during the week from Monday to Friday. The Schedule Tab is formatted so that there is a record of all recurrences below the entry field (See Figure 23)

The screenshot shows the 'Schedule' tab of a software interface. At the top are five tabs: 'Properties', 'Schedule', 'Prior Permission', 'Comments', and 'Contact Info'. The 'Schedule' tab is active. Below the tabs is a form with four input fields: 'Start Day' (a dropdown menu), 'Start Time' (a text field with 'hh:mm' placeholder), 'End Day' (a dropdown menu), and 'End Time' (a text field with 'hh:mm' placeholder). To the right of these fields are two buttons: 'Add' and 'Reset'. Below this row is a table with two main sections: 'Start Timings' and 'End Timings'. Each section has a header row with 'Day', 'Time', and 'Delete' columns. Below the headers, both sections display 'No Records'.

Start Timings		End Timings		
Day	Time	Day	Time	Delete
No Records		No Records		

Figure 23: Schedule Tab Options

Figure 23 above shows the Schedule Tab. As you can see there is an entry field for Start Day, Start Time, End Day, and End Time. The add and reset buttons are used to add to or reset scheduled day and times.

The recurring schedule works by selecting a start day and if necessary an end day. The options under start day are: Weekdays, Weekends, Daily, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The options: Weekdays, Weekends, and Daily do **not** allow for you to select an end day. The other options Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday require you to use an end day.

Step 22 Click the Schedule Tab.

Step 23 Click the dropdown under Start Day.

Step 24 Click on your desired day (in our example Monday).

Step 25 Click in the field under Start Time.

Step 26 Enter a start time.

NOTE: The format is hhmm (hh = hours and mm = minutes) start in UTC.

Step 27 (If you selected Weekdays, Weekends, or Daily under Start Day skip to Step 9) Click on the drop down under End Day.

Step 28 Click the drop down under End Day.

Step 29 Click on the desired End Day within the pup-up calendar.

Step 30 Enter an end time.

NOTE: the format is hhmm (hh = hours and mm = minutes) start in UTC.

Step 31 Click the add button.

Step 32 View the schedule in the log under the entry fields.

Step 33 (Optional) click the Reset button to remove all entries or the trash can under the delete column to remove a single entries one row at a time.

CAUTION: Recurring NOTAMs Schedules **MUST** fall within the activation time frame of the NOTAM otherwise the NOTAM is never considered “active.” I.e. if you activate a NOTAM on Saturday 4/17 at 12:00 and end on Sunday 4/18 at 11:00 but the recurring schedule goes from Monday thru Thursday 08:00 to 17:00 the NOTAM will be activated but **never become an effective NOTAM**. The distinction is that an effective NOTAM is one that is actually being used where as an active NOTAM is one that has been published and numbered.

The prior permissions tab is for situations where an airfield may be closed, unless the pilot receives prior permission. An example of this is an air show. These events often close runways and have special procedures for landing based on prior permissions. This tab is the same no matter what scenario you are using.

The screenshot shows a web form titled "NOTAM Template: APRON ANG ALERT RAMP Closure". At the top right is a "View Change" link. Below the title are five tabs: "Properties", "Schedule", "Prior Permission" (which is selected and highlighted in blue), "Comments", and "Contact Info". The "Prior Permission" tab contains two sections. The "Exception" section has a checkbox labeled "Prior Permission is required before". Below this are two dropdown menus: "Hour:" with "hr" selected and "Minute:" with "min" selected. The "Contact" section has two radio buttons: "Radio" (which is selected) and "Phone". To the right of the "Phone" radio button is a text input field.

Step 34 Click the Prior Permission Tab.

Step 35 Click the Prior Permission is required before checkbox.

Step 36 Click the Hours dropdown.

Step 37 Click 1.

Step 38 Click the Minute dropdown.

Step 39 Click 30.

NOTE: leaving this field blank automatically selects 0 for the minutes.

Step 40 Click the Phone checkbox.

Step 41 Select the data entry field to the right of phone.

Step 42 Enter your phone number (for this example 202-555-4357)

You have now entered a requirement for your NOTAM that anyone who wishes more information on regarding this NOTAM must contact you 1 hour and 30 minutes before landing at 202-555-4357.

Chapter 5: 1 3 4 Comments Tab

The comments tab is where you enter in any additional comments regarding your NOTAM. These comments are only disseminated to those using the Federal NOTAM System. The information **does not** appear in the NOTAM published in the US NOTAM system. This means that any legacy systems won't have access to this data.

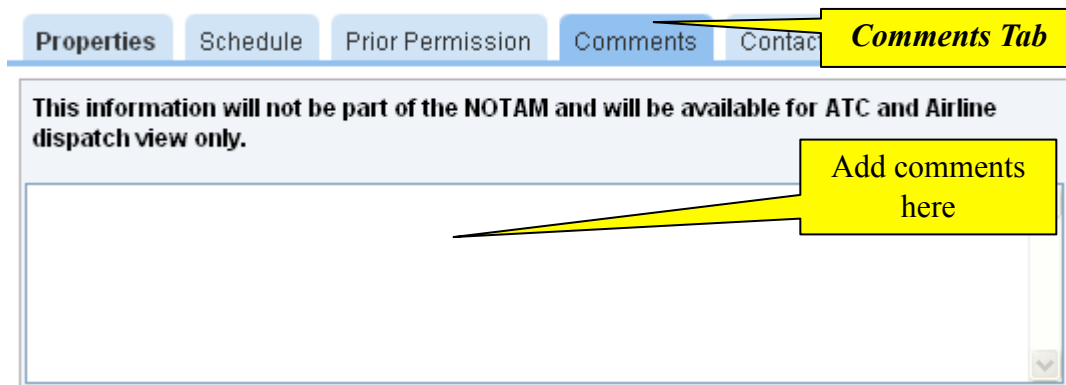


Figure 24: Comments Tab

Step 43 Click the comments tab.

Step 44 Click the comments field.

Step 45 Enter in your comment (for this example we wrote, "This is a test").

Chapter 5: 1 3 5 Contact Info Tab

The Contact Info Tab can be used to update your personal contact info for a specific NOTAM. The main purpose of this is to update your information for a specific NOTAM where you want someone to call a help desk or a general line instead of your personal phone number. This information is only distributed via FNS. Just like the Comments Tab, it will **not** be distributed to people using legacy systems. Each of these fields are optional, you can enter none, one, two, or all of them.

Properties	Schedule	Prior Permission	Comments	Contact Info
------------	----------	------------------	----------	--------------

Accountable Facility:	ACY
Last Edited By:	Timothy Hopkins
Job Title:	Multi-Media Specialist
Phone:	<input type="text" value="202-314-1301"/>
Fax:	<input type="text"/>
Radio:	<input type="text"/>

Figure 25: Contact Info Tab

Step 46 Click the Contact Info tab.

Step 47 Click the Phone field.

Step 48 Change your number to 202-555-4357.

Step 49 Click the fax field.

Step 50 And/or change your fax number to 202-555-4358.

Step 51 Click the Radio field.

Step 52 And/or Enter 110.10 (in MHz).

You have now changed your contact information. When this NOTAM is referenced the user will see the information you entered here instead of your standard profile information.

You have now created a New NOTAM. At this point, click Submit NOTAM. You will be asked to confirm your entry, following the process below:

Step 53 To finalize NOTAM, click **Submit NOTAM** (See Figure 26).

Step 54 Double check the **Confirmation pop-up** to ensure NOTAM validity.

Step 55 Click “YES” on the **Confirmation pop-up** (See Figure 27).



Figure 26: Submit NOTAM

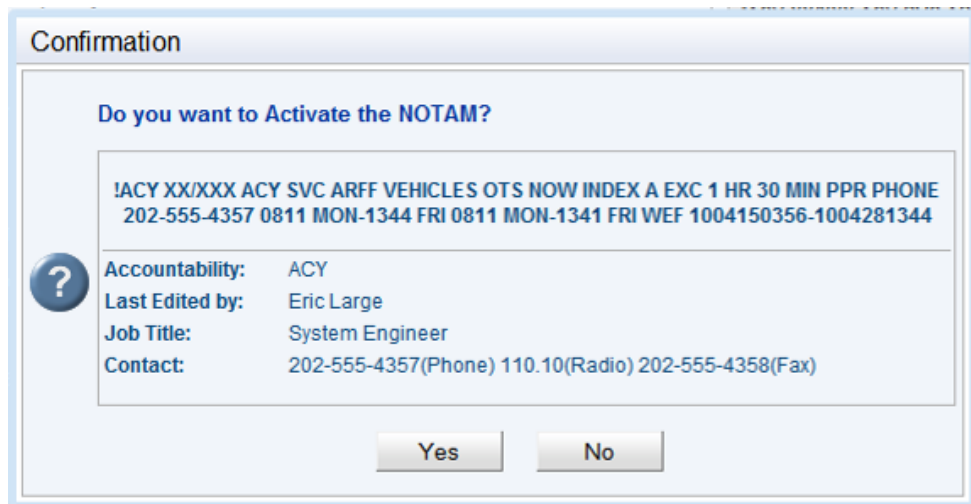


Figure 27: Confirmation Pop-up

Step 56 Select Close in the Submission Notice, this will come as soon as the NOTAM has been numbered (see Figure 28).

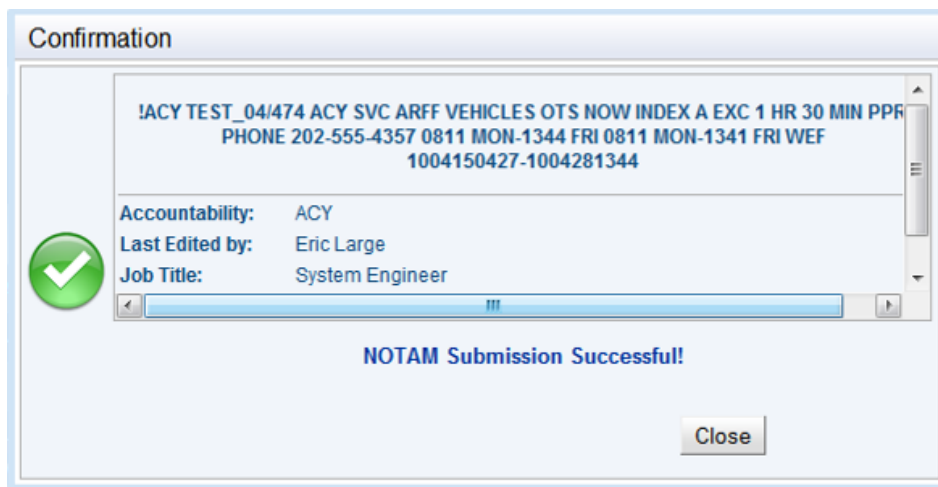


Figure 28: Submission Notice

Congratulations! You have now submitted a NOTAM to the USNS. It will appear in the following three formats: Domestic, ICAO, and Plain Language.

NOTAM Details

NOTAM Status: **ACTIVE**
[View Change Log](#)

!ACY 04/831 ACY AD PAEW DISABLD ACFT S SIDE WEF 1004181832-1007171832

ICAO Format	Plain Text
04/831 NOTAMN Q) KZDC/QMNH/W/IV/NBO/A /000/999/3927N07434W005 A) KACY (ACY) B) 1004181832 C) 1007171832 E) AD PAEW DISABLED ACFT S SIDE	Issuing Airport: (ACY) Atlantic City Intl NOTAM Number: 04/831 Effective Time Frame Beginning: Sunday, April 18, 2010 1832 (UTC) Ending: Saturday, July 17, 2010 1832 (UTC) Affected Areas Airport: ACY Warning: People and Equipment Working Disabled Aircraft South side

Created by sharada challa, (Tel: 703-599-0913; Fax: 703-123-4586; Radio: test)

Figure 29: Formats of Final NOTAM

Chapter 5: 2 How to Cancel an Active NOTAM

The *Cancel* action button is to be used to cancel an active NOTAM before its end date. After the cancel function has been executed, the FNS and USNS will communicate to remove the NOTAM.

CAUTION: Only cancel a NOTAM you know you want to end before its expiration date. This NOTAM will no longer be disseminated as an active NOTAM within the system.

Step 57 Select an existing NOTAM (reference Figure 30).

Keyword	Designator	Condition
Navigation	4	Free Form
Navigation	-	Free Form

Existing NOTAM

Figure 30: Existing NOTAM

Step 58 Select **Cancel NOTAM** (reference Figure 31).



Figure 31: Cancel NOTAM

Step 59 (Optional) Enter in a reason for canceling your NOTAM, "test."

Step 60 Click Proceed with CANCEL.

Confirmation

Do you want to CANCEL the NOTAM ?

Reason for cancellation (optional)

test

Proceed with CANCEL Ignore

Figure 32 Cancel Confirmation Pop-up

NOTE: To disregard your request to cancel a NOTAM you must select Ignore.

Step 61 Click Close in the Confirmation Pop-up

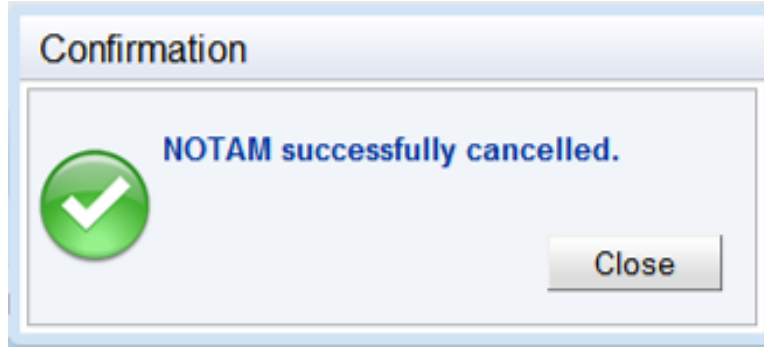


Figure 33 Cancellation Notice

You have now canceled the NOTAM. This NOTAM will appear in the NOTAM summary log as a canceled NOTAM.

Chapter 5: 3 Replacing an Active NOTAM

The *Replace* action button is to be used when you want to cancel an active NOTAM and replace it with a similar NOTAM. When using replace all of the fields entered in the previous NOTAM will be the same as the new NOTAM. To change them treat the replacement NOTAM the same as a *New* NOTAM.

Step 62 Select an active NOTAM.

Step 63 Select ***Replace*** (reference Figure 34).



Figure 34: Replace

Step 64 Select ***Proceed with REPLACE*** confirmation pop-up.

NOTE: To disregard replacement, select ***Ignore*** (reference Figure 35).

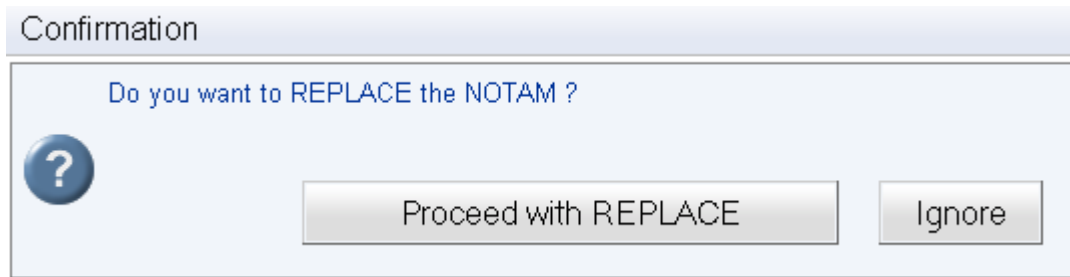


Figure 35: Replacement Pop-up

- Step 65 Change the appropriate fields (see 5.1 to make specific changes).
- Step 66 Select the Prior Permission Tab (For example purposes only you are **not** limited to this step).
- Step 67 Click the *Prior Permission is required before* checkbox (For example purposes only - you are **not** limited to this step).
- Step 68 Click the Submit button when finished.
- Step 69 Click yes in the Confirmation Pop-up (see Figure 36)

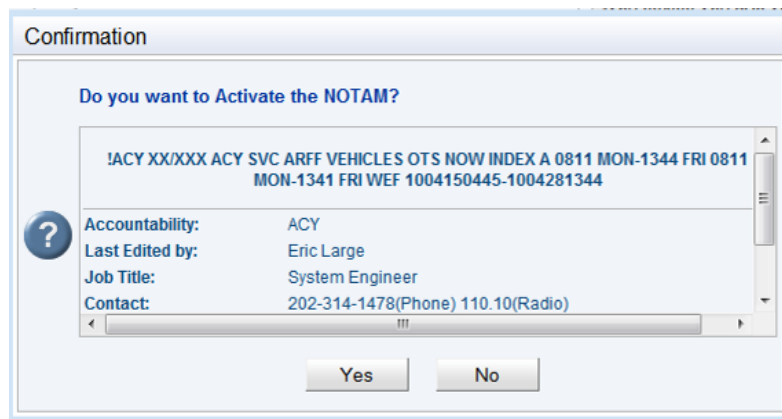


Figure 36 Replacement Confirmation Pop-up

- Step 70 Click *Close* in the Replacement Notice (see Figure 37)

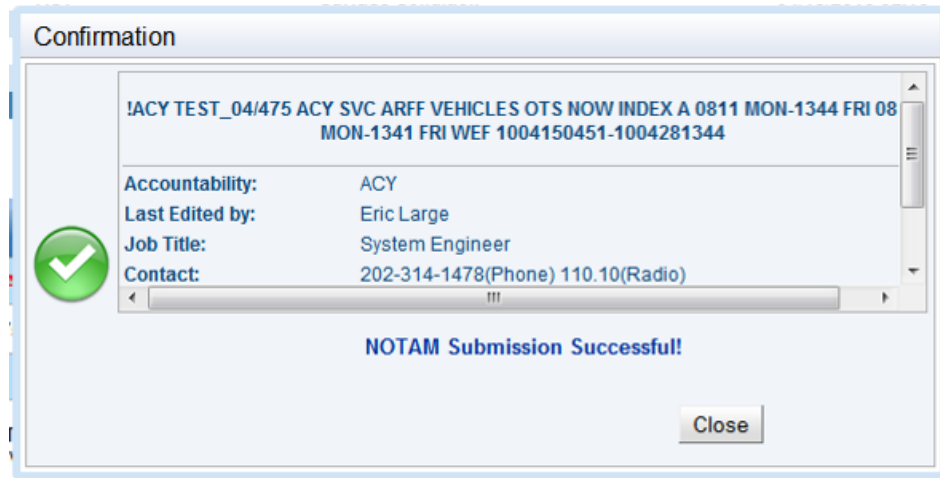


Figure 37: Replacement Notice

NOTE: The old NOTAM will **not** cancel until the replacement NOTAM is activated.

You have now replaced the initial NOTAM.

Chapter 5: 4 Copying a Cancelled or Expired NOTAM

The copy button is to be used when you want to mimic the data in a cancelled or expired NOTAM. The Copy NOTAM will be initially populated with the same data as the old NOTAM. For this NOTAM we are going to use the initial NOTAM that was canceled previously.

Step 71 Select a canceled or expired NOTAM (reference Figure 38).



Figure 38: Copy

Step 72 Change the appropriate fields (see 5.1 to make specific changes).

Step 73 Select the Prior Permission Tab (For example purposes only - you are **not** limited to this step).

Step 74 Click the *Prior Permission is required before* checkbox (For example purposes only - you are **not** limited to this step).

Step 75 Click the Submit button when finished.

Step 76 Click yes in the Confirmation Pop-up (see Figure 39)

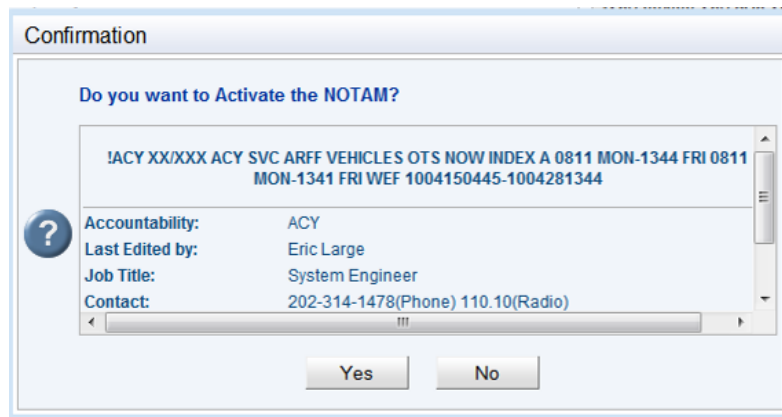


Figure 39: Copy Confirmation Pop-up

Step 77 Click *Close* in the Replacement Notice (see Figure 40)

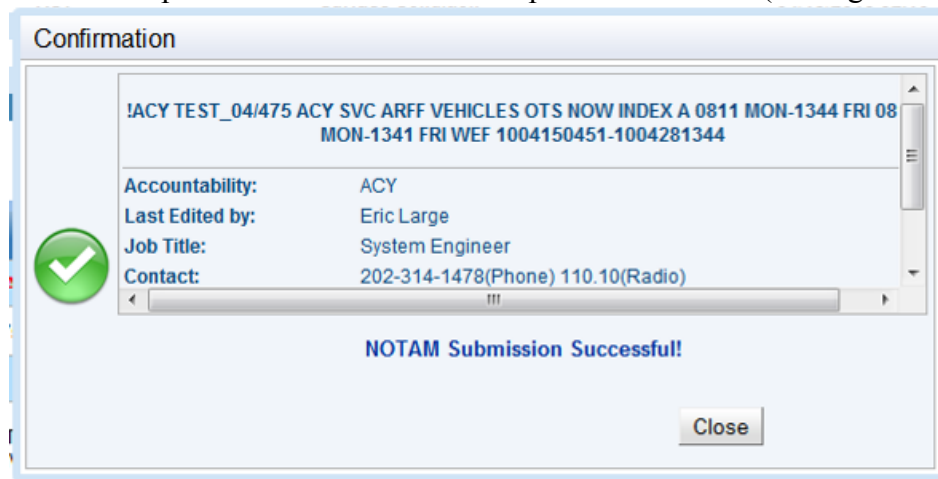


Figure 40: Copy Notice

You have now replaced the initial NOTAM.

Chapter 5: 5 Saving a NOTAM as a Draft

The *Save as Draft* button is to be used to save a new or changed draft as a draft.

NOTE: This will always replace previous draft NOTAMs with the updated information.

Step 78 (Optional) To edit a draft NOTAM click edit on the right of the NOTAM Editor Pane (see Figure 41 and Figure 42)

EDIT

Figure 41: Edit Button

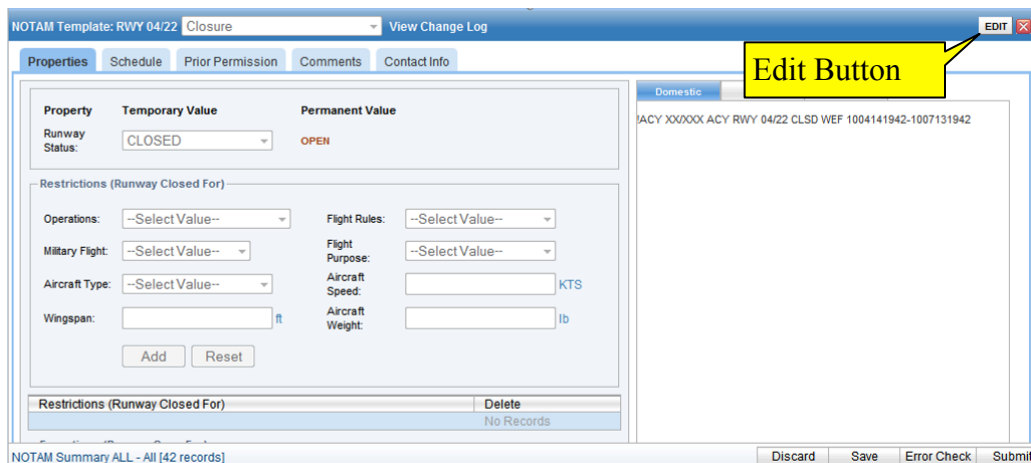


Figure 42: Edit Button Location

Step 79 Click ***Save as Draft*** (reference Figure 43).

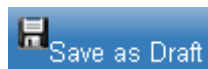


Figure 43: Save as Draft

You have now submitted a new draft. This draft will reflect all changes that you have made to it. If it was a *New* NOTAM the draft will be a new item in the NOTAM Summary. If the NOTAM was already in the draft form it will replace the previous draft NOTAM.

Chapter 5: 6 Deleting a Draft NOTAM

The discard function is to be used when you want to get rid of a draft NOTAM. This only works for Draft NOTAMs. It will **not** work for New NOTAMs.

NOTE: Once discarded you cannot access this NOTAM information.

Step 80 To edit a draft NOTAM click edit on the right of the NOTAM Editor Pane (see Figure 41 and Figure 42)

Step 81 Select ***Discard*** (reference Figure 44).



Figure 44: Discard

Step 82 Select ***Discard*** on the subsequent pop-up (reference Figure 45).

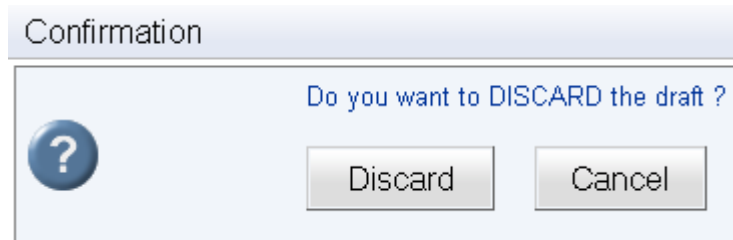


Figure 45: Discard Confirmation Pop-up

You have now eliminated a draft NOTAM.

Chapter 5: 7 Checking a Draft or New NOTAM for Errors

The *Error Check* button is to be used on Draft and New NOTAMs before activation. This will validate the NOTAM against all business rules, but it will **not** activate the NOTAM. To activate a NOTAM you must select Submit NOTAM.

Step 83 To edit a draft NOTAM click edit on the right of the NOTAM Editor Pane (see Figure 41 and Figure 42).

NOTE: This step is not necessary if you are already in a New or Draft NOTAM.

Step 84 Click Error Check (See Figure 46).

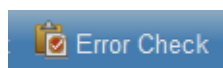


Figure 46: Error Check Button

Step 85 Click OK on the resulting confirmation (See Figure 47).

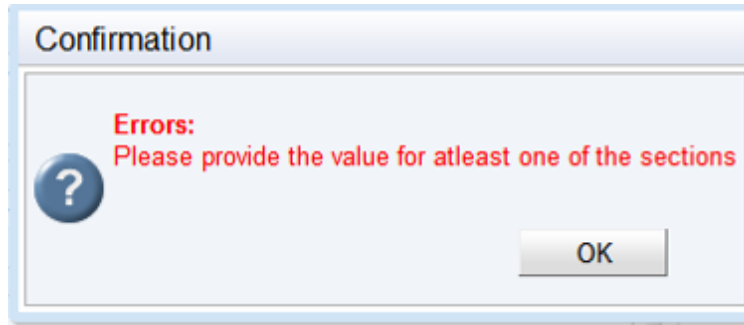


Figure 47: Error Notice

NOTE: The confirmation Pop-up will indicate whether or not your NOTAM passes all of the proper validation rules. If it does not you **must** correct your NOTAM before submitting it.

REMINDER: The Error Check does not check for errors of intent such as closing the wrong runway – only for errors such as ending a NOTAM before its start time.

You have now validated your NOTAM you may now submit it for final approval.

Chapter 5: 8 Submit NOTAM

To submit a NOTAM you must start from a *New* NOTAM or a *Draft* NOTAM. Whether you start from a *New* NOTAM or another type of *Draft* NOTAM you need to make sure all of your data that you have entered is correct. The *Submit NOTAM* Button will validate or *Error Check* your NOTAM before submission. If it fails you will get a notice and be required to fix all issues before you can proceed.

Step 86 To finalize NOTAM, click ***Submit NOTAM*** (See Figure 48).



Figure 48: Submit NOTAM

Step 87 Double check the ***Confirmation pop-up*** to ensure NOTAM validity.

Step 88 Click “Yes” on the ***Confirmation pop-up*** (See Figure 49).

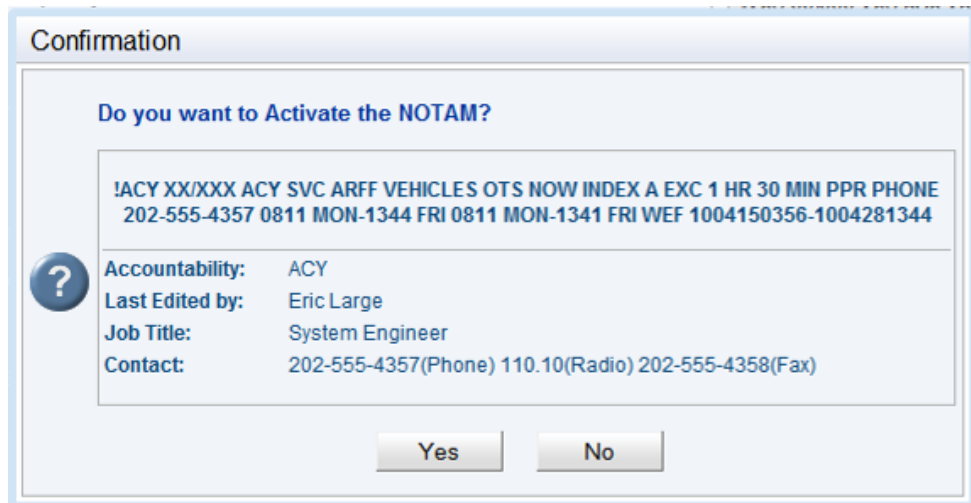


Figure 49: Confirmation Pop-up

Step 89 Select Close in the Submission Notice, this will come as soon as the NOTAM has been numbered (See Figure 50).

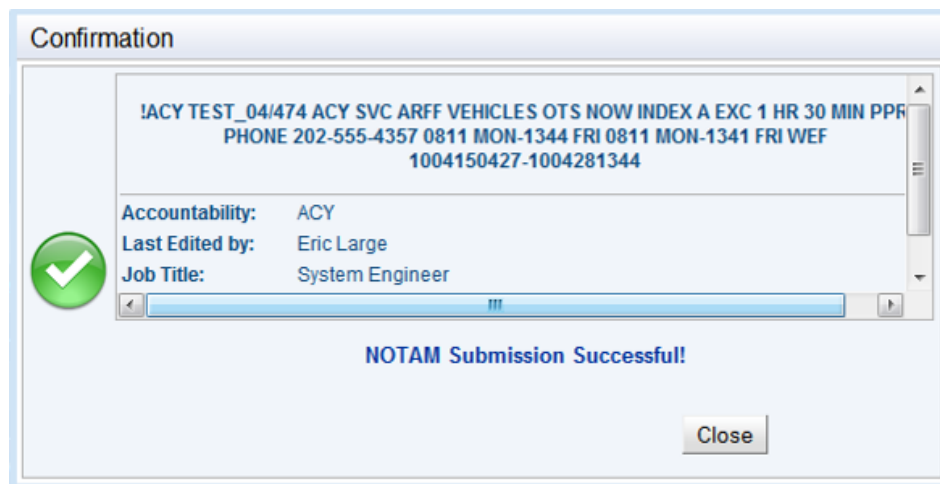


Figure 50: Submission Notice

You have now submitted your NOTAM. The information within this pop-up will depend on the information you entered for your NOTAM. This NOTAM will be activated and displayed in the NOTAM Summary Log.

Chapter 5: 9 Performing Administrative Tasks

The *Admin Bar* is used to perform tasks to modify your account and provide or get feedback. The *Admin Bar* is located at the top right corner of the Application. Use the *My Profile* button to change your password or personalized information. The *Preferences* button can be used to change how the Application works with your account. The

feedback button gives you a way to report any issues encountered while using the software.

NOTE: Feedback is a great way for you to suggest the addition of a template, report an incorrectly published template, or to report a malfunction of the software.

Chapter 5: 9 1 The Admin Bar is located in the upper-right hand portion of the screen (See Figure 51)



Figure 51: Administrative Toolbar

Step 90 Select **My Profile**. The subsequent screen (See Figure 52) allows the user to either **Update Account** (See Figure 53) or **Change Password** (See Figure 54).

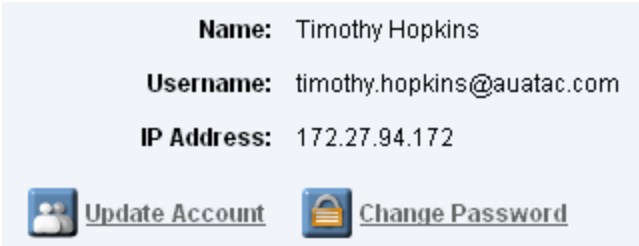


Figure 52: My Profile

My Profile

All fields marked (*) are required.

Job Title*

Multi-Media Specialist

Organization*

TASC

First Name*

Timothy

Last Name*

Hopkins

Email*

timothy.hopkins@auatac.c

Phone Number*

202-314-1301

Fax

Radio

Street 1*

475 School Street

Street 2

City*

Washington

State*

DISTRICT OF COLUMBI

Zip Code*

20024

Airports:

ACY

Save

Cancel

Figure 53: Update Account

- Please enter a new password (twice).
- Note: A password *must* be 8 characters or longer.
- Also, a password *must* contain one letter, one number, and one special character (e.g., l@#\$\$%^&*).
- Required fields indicated with (*)

New Password *

Retype New Password *

Figure 54: Change Password

Step 91 Click ***Preferences*** (See Figure 55).

Preferences

☐ Turn off Activation Email alerts

☐ Turn off Cancellation Email alerts

☐ Show Map

☒ Show Pagination Limit rows

Figure 55: Preferences

Step 92 Click ***Feedback*** to include any desired comments (See Figure 56).

Feedback

All fields marked (*) are required.

Comments*

Figure 56: Feedback

Step 93 Click ***Help*** to access the help function of the NOTAM Manager Application and see this User Guide.

To logout of the system press the logout button. That button will sign you out of the NOTAM Manager Application.

CAUTION: Be sure to sign out of the application so that no one else can issue NOTAMs using your account after you are done.